

Republic of the Philippines
BASES CONVERSION DEVELOPMENT AUTHORITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the BASES CONVERSION DEVELOPMENT AUTHORITY in the CSC website:


PATRICK ROEHL C. FRANCISCO
Vice President, HRMD

Date: 14-Jun-22

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Project Assistant II	69	JG 7	24247	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First level Eligibility		Accounting and Comptrollership Department - Taguig City
2	Human Resource Management Officer III	113	JG 11	50935	Bachelor's Degree relevant to the job	8 hours relevant training	2 years relevant experience	Career Service (Professional) Second level Eligibility		Human Resource Management Department - Taguig City
3	Driver II	149	JG 5	18974	Elementary School Graduate	None Required	None Required	Valid Professional Driver's License (MC No. 10, s. 2012 – Cat. IV)		Property and Procurement Management Department/General Services Division
4	Administrative Aide VI (Labor Foreman)	150	JG 5	18974	High School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013- Cat III)		Property and Procurement Management Department/General Services Division
5	Utility Foreman	153	JG 5	18974	Elementary School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013-Cat III)		Property and Procurement Management Department/General Services Division

6	Administrative Aide VI (Labor Foreman)	156	JG 5	18974	High School Graduate	None Required	None Required	None Required (MC No. 10, s. 2013-Cat III)	Property and Procurement Management Department/General Services Division
7	Mechanic II	157	JG 5	18974	High School Graduate or Completion of relevant vocational/ trade course	None Required	None Required	Mechanic (Automotive Servicing) (MC No. 10, s. 2013 - Cat II)	Property and Procurement Management Department/General Services Division
8	Development Management Officer III	211	JG 11	50935	Bachelor's Degree relevant to the job	8 hours relevant training	2 years relevant experience	Career Service (Professional) Second level Eligibility	Business Development Department / Real Estate Development Division - Metro Manila Camps Taguig City
9	Development Management Officer III	217	JG 11	50935	Bachelor's Degree relevant to the job	8 hours relevant training	2 years relevant experience	Career Service (Professional) Second level Eligibility	Business Development Department / Real Estate Development Division - Special Economic Zones Pampanga

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than **June 25, 2022**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017), duly notarized, and Work Experience Sheet, forms of which can be downloaded at www.csc.gov.ph;
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email* their application to:

ARISTOTLE B. BATUHAN

Officer-In-Charge

31st Street cor 2nd Avenue, Bonifacio
Global City, Taguig City

hrmd_recruitment@bcda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

* When sending applications via email, indicate Position title, Item No and Full Name in Subject Line