

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 BOEHL C. FRANCISCO**  
Vice President, HRMD

Date: 21-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	Legal Assistant II	186	JG 8	31097	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service (Professional) Second level Eligibility		Legal Services Department - Taguig City
2	Legal Officer V	195	JG 12	83173	Bachelor of Laws	8 hours of training in management and supervision	2 years in position involving management and supervision	RA 1080 (Bar)		Legal Services Department - Taguig City
3	Legal Officer V	196	JG 12	83173	Bachelor of Laws	8 hours of training in management and supervision	2 years in position involving management and supervision	RA 1080 (Bar)		Legal Services Department - Taguig City
4	Vice President	198	JG 14	135616	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory/management learning and development intervention undertaken	5 years of supervisory/management experience	Career Service (Professional) Second level Eligibility		Regulatory, Compliance and Risk Management Department - Taguig City

5	Development Management Officer IV	201	JG 12	83173	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second level Eligibility	Regulatory, Compliance and Risk Management Department - Taguig City
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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 **July 1, 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](http://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](mailto: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

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