

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: 06-Nov-24

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	Internal Auditor III	13	JG 11	50,935	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second level Eligibility		Internal Audit Services Department/Operations Audit Division - BGC, Taguig City
2	Internal Auditor III	17	JG 11	50,935	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second level Eligibility		Internal Audit Services Department/Management Audit Division - BGC, Taguig City
3	Planning Officer V	45	JG 12	83,173	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken	4 years of supervisory/management experience	Career Service (Professional) Second level Eligibility		Corporate Planning Department - BGC, Taguig City
4	Vice President	70	JG 14	135,616	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		Budget and Revenue Allocation Department - BGC, Taguig City
5	Development Management Officer III	100	JG 11	50,935	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second level Eligibility		Subsidiaries, Affiliates and Projects Monitoring Department/Business Contracts Division - BGC, Taguig City
6	Administrative Officer V (Administrative Officer III)	124	JG 11	50,935	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second level Eligibility		Property and Procurement Management Department/Procurement Division - BGC, Taguig City
7	Supervising Administrative Officer (Administrative Officer IV)	135	JG 12	83,173	Bachelor's Degree	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second level Eligibility		Property and Procurement Management Department/Bids and Awards Committee Secretariat Division - BGC, Taguig City
8	Computer Programmer III	165	JG 11	50,935	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second level Eligibility		Information and Communication Technology Department/Information Technology Division - BGC, Taguig City

9	Administrative Officer IV (Administrative Officer II)	170	JG 10	42,293	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second level Eligibility	Information and Communication Technology Department/Records Administration Division - BGC, 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 **November 16, 2024**.

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:

JOSHUA M. BINGCANG

President and CEO

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

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