

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.


PATRICIA ROZHL C. FRANCISCO
Vice President, HRMD

Date: 16-Nov-21

| 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 | Information Technology Officer III | 161 | 24 | 60270 | Master's Degree or Certificate in Leadership and Management from the CSC | 40 hours of supervisory/ management learning and development intervention | 4 years of supervisory/ management experience | Career Service (Professional) Second level Eligibility | | Information and Communication Technology Department - IT Division, Taguig City |
| 2 | Computer Programmer III | 166 | 18 | 28709 | Bachelor's Degree relevant to the job | 8 hours relevant training | 2 years of relevant experience | Career Service (Professional) Second level Eligibility | | Information and Communication Technology Department - IT Division, Taguig City |
| 3 | Administrative Officer V (Records Officer III) | 169 | 18 | 28709 | Bachelor's Degree relevant to the job | 8 hours relevant training | 2 years of relevant experience | Career Service (Professional) Second level Eligibility | | Information and Communication Technology Department - Records Administration Division, Taguig City |

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 26, 2021**.

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