

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: 15-Jul-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)	
3	Chief Administrative Officer	134	12	83,173	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		Property and Procurement Management Department - BAC Secretariat Division BTC, 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 **July 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](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  
OIC, Office of the President and CEO  
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