


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 RODEL C. RAMOS
Assistant Vice President, ODMD

Date: 1/30/2019

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	
	Public Relations Officer IV / Corporate Communications Officer IV	046	22	49584	Bachelor's Degree in Communication, Journalism, Media Production, Advertising, Fine Arts, Marketing, Business Administration/ Management or other related courses	16 hours of relevant training	5 years of relevant work experience in corporate communications, public relations, stakeholder relations, media relations, and event management; Has a strong background in the implementation and management of stakeholder engagement programs, community relations activities and/or corporate social responsibility projects as program/project lead; Ability to handle publicity management, issues monitoring and crisis management; With highly developed people skills; Excellent communication skills.	Career Service Professional (Second Level Eligibility)	Corporate Communications Office (NCR)
	Market Specialist IV / Marketing and Promotions Officer IV	072	22	49584	Bachelor's Degree in communication, marketing, sales, public relations, public administration, business management, graphics design, media production, advertising, fine arts, economics, social sciences, behavioral sciences or other related courses	16 hours of relevant training	3 years of work experience in planning and managing campaigns to promote products and services and execute marketing plans; Excellent written and oral communication skills; Ability to work under pressure and tight deadlines; Experience in real estate industry, a plus.	Career Service Professional (Second Level Eligibility)	Investment Promotion and Marketing Department (NCR)

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 February 8, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) 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:

VIVENCIO B. DIZON

President and CEO

BCDA 2/F Bonifacio Technology Center, 31st Street
cor. 2nd Avenue, Bonifacio Global City, Taguig City
odmd_recruitment@bcda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.