

Republic of the Philippines
BASES CONVERSION DEVELOPMENT AUTHORITY
Request for Publication of Vacant Positions

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CSFO-DBP, Makati City
Date: DBP AUG-23-2022 10:11AM
By: [Signature]

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: 23-Aug-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	Human Resource Management Officer V	117	JG 12	83173	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		Human Resource Management Department - Organization Development Division/Taguig City
2	Administrative Officer V (Administrative Officer III)	138	JG 11	50935	Bachelors Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility		Property and Procurement Management Department - General Services Division/ Bataan
3	Administrative Assistant IV	139	JG 7	24247	Completion of 2 years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service Sub-Professional (First Level Eligibility)		Property and Procurement Management Department - General Services Division/ Taguig City

4	Motorpool Supervisor II	140	JG 7	24247	Completion of 2 years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional (First Level Eligibility)	Property and Procurement Management Department - General Services Division/ Taguig City
5	Administrative Officer V (Administrative Officer III)	158	JG 11	50935	Bachelors Degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	Property and Procurement Management Department - General Services Division/ Taguig City
6	Security Officer IV	177	JG 12	83173	Bachelors Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility	Security Management Department / Taguig City
7	Security Officer IV	178	JG 12	83173	Bachelors Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional / Second Level Eligibility	Security Management Department /Clarkfield, Pampanga

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 **September 3, 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;
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:

AILEEN ANUNCIACION R. ZOSA

President and CEO

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