

**PLANTILLA POSITION:**

POSITION : EXECUTIVE ASSISTANT V (CT)  
DEPARTMENT : Office of the Senior Vice President - Investment and Financial Management Group  
PLANTILLA ITEM NO : 57  
JOB GRADE : 12  
SALARY : PhP83,173

**Min. Qualifications**

EDUCATION : Bachelor's degree preferably in Finance, Business Management, Accounting (CPA), LL.B.(Lawyer), Engineering (Engineer),  
EXPERIENCE: Preferably with 3-4 years relevant work experience (technical/legal/financial works, evaluation & monitoring, etc.)  
ELIGIBILITY: None required  
TRAINING: None required

***Knowledgeable in government policies and processes, with excellent oral and written communication skills***

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**CONTRACT OF SERVICE POSITION:**

POSITION : PROJECT DEVELOPMENT OFFICER II (OFFICE ENGINEER)  
DEPARTMENT : Office of the Senior Vice President - Investment and Financial Management Group  
JOB LEVEL : JL 8  
SALARY : PhP42,416

***To be hired under Contract of Services with DBPSC (manpower service provider); Knowledgeable in government policies and processes, with excellent oral and written communication skills***

**Min. Qualifications**

EDUCATION : Bachelor's Degree in Civil Engineering  
EXPERIENCE : Preferably with 1-2 years relevant work experience (project management, evaluation and monitoring, etc.)  
ELIGIBILITY : RA 1080 (Engineer)  
TRAINING : Preferably with 16 hours of relevant training

**Duties and Responsibilities:**

1. Reviews the technical aspect of documents submitted by other departments for the SVP's approval;
2. Provides technical assistance in the planning, implementation and evaluation of the Project;
3. Assists in the preparation and execution of agreements with concerned parties necessary to implement the project;
4. Prepares communication and report as instructed by the SVP;
5. Assists in the proper implementation of directives/instructions to the various BCDA units/personnel;
6. Assists in the coordination with different departments, agencies, etc. relative to meetings of the SVP; and
7. Performs other related duties as may be required by BCDA.

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to email address [hrmd\\_recruitment@bcd.gov.ph](mailto:hrmd_recruitment@bcd.gov.ph):

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.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

*\*When sending Plantilla applications via email, indicate Position title, Item No. and Full Name in Subject Line.*