Electronic copy to be submitted to the CSC FO must be in MS Excel format

## 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

Vice President, HRMD

Date: 28-Dec-23

|     |   |                |                                 |                   |  |                               |                                | Dutc.  | 20 000 20                  |   |
|-----|---|----------------|---------------------------------|-------------------|--|-------------------------------|--------------------------------|--|----------------------------|---|
| No. | Position Title<br>(Parenthetical<br>Title, if applicable) | Plantilla Item | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards                  |                               |                                |  |                            |   |
|     |   |                |                                 |                   | Education                                | Training                      | Experience                     | Eligibility  | Competency (if applicable) | Place of Assignment   |
| 1   | Development<br>Management<br>Officer IV                   | 93             | 12                              | 83,173            | Bachelor's degree relevant to the job    | 16 hours of relevant training | 3 years of relevant experience | Career Service<br>(Professional) Second level<br>Eligibility |                            | Subsidiaries, Affiliates and Projects<br>Monitoring Department / Subsidiaries and<br>Affiliates Division - BGC, Taguig City |
| 2   | Project<br>Development<br>Assistant II                    | 248            | 7                               | 24,247            | Completion of 2 years studies in college | 8 hours of relevant training  | 2 years of relevant experience | Career Service<br>(Subprofessional)<br>1st level eligibility |                            | Strategic Projects Management<br>Department - Clark, Pampanga   |
| 3   | Development<br>Management<br>Officer IV                   | 254            | 12                              | 83,173            | Bachelor's degree relevant to the job    | 16 hours of relevant training | 3 years of relevant experience | Career Service<br>(Professional) Second level<br>Eligibility |                            | Strategic Projects Management<br>Department/Utilities Development<br>Division - Clark, Pampanga                             |
| 4   | Development<br>Management<br>Officer IV                   | 256            | 12                              | 83,173            | Bachelor's degree relevant to the job    | 16 hours of relevant training | 3 years of relevant experience | Career Service<br>(Professional) Second level<br>Eligibility |                            | Strategic Projects Management<br>Department / Transport Development<br>Division- Clark, Pampanga                            |
| 5   | Development<br>Management<br>Officer IV                   | 257            | 12                              | 83,173            | Bachelor's degree relevant to the job    | 16 hours of relevant training | 3 years of relevant experience | Career Service<br>(Professional) Second level<br>Eligibility |                            | Strategic Projects Management<br>Department / Transport Development<br>Division- Clark, 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 January 8, 2024.

- 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:

## JOSHUA M. BINGCANG 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.

<sup>\*</sup> When sending applications via email, indicate Position title, Item No and Full Name in Subject Line