

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: 24-Jan-24

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	Administrative Officer V (Administrative Officer III)	138	JG 11	50,935	Bachelor's 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
2	Chief Administrative Officer	134	JG 12	83,173	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours supervisory/ management learning and development intervention undertaken	4 years supervisory/ management experience	Career Service (Professional) Second level Eligibility		Property and Procurement Management Department/BAC Secretariat Division - 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 **February 4, 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

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