

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 G. FRANCISCO  
Vice President, HRMD

Date: 30-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	Information Technology Officer II	163	12	83,173	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second level Eligibility		Information and Communication Technology Department / Information Technology Division - Taguig City
2	Computer Programmer III	166	11	50,935	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second level Eligibility		Information and Communication Technology Department / Information Technology Division - Taguig City
2	Administrative Assistant III	174	7	24,247	Completion of 2 years studies in College	4 hours of relevant training	1 year or relevant experience	Career Service (Subprofessional) First Level Eligibility		Information and Communication Technology Department /Records Administration 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 10, 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](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.

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](mailto: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