

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

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

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 BOEHL
VP, HRMD

Date: 04/23/2024

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	
1	Legal Assistant II (anticipated vacancy)	186	JG 8	31,097	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service (Professional) / Second Level Eligibility	Legal Services Department - BGC, Taguig City
2	Legal Officer V	195	JG 12	83,173	Bachelor of Laws	8 hours of training in management and supervision	2 years in position involving management and supervision	RA 1080 (Bar)	Legal Services Department/ Litigation Division - BGC, 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 **May 4, 2024**.

- 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;
- Performance rating in the **last rating period** (if applicable);
- Photocopy of certificate of eligibility/rating/license; and
- 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@bcta.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