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)

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|-----------|--|-----------------------------------|---|----------------------------|---------------------------------------|
| vve nerer | by request the publication of the followin | a vacant positions, which ar | e authorized to be tilled, at th | A BASES CONVERSION DEVEL | DPMENT ALTHORITY in the CSC website. |

Date: 07-Feb-25

Place of Assignment

| No. Positio | Position Title (Parenthetical Title, if applicable) | Plantilla Item No. | Salary/ | | Qualification Standards | | | | | |
|-------------|---|--------------------|----------------------|-------------------|--|--|--|--|----------------------------|---|
| | | | Job/ Pay Grade | Monthly Salary | Education | Training | Experience | Eligibility | Competency (if applicable) | Place of Assignment |
| 1 | Planning Officer V | 46 | JG 12 | | Master's Degree or Certificate in Leadership and Management from the CSC | 40 hours of supervisory/management learning and development intervention undertaken | 4 years of supervisory/management experience | Career Service (Professional) Second level Eligibility | , | Corporate Planning Department - 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 February 17, 2025.

- 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 St | reet cor 2nd Avenue, Bonifacio Global City, Taguig |
| | hrmd_recruitment@hcda.gov.nh |

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

^{*} When sending applications via email, indicate Position title, Item No and Full Name in Subject Line