

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:

  
**DARYL D. ANGELES**  
OIC, HRMD

Date:

02-May-25

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	Board Secretary III	6	JG 12	95,156	Bachelor's Degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) 2nd level eligibility	Board Secretariat - BGC, Taguig City
2	Internal Auditor III	13	JG 12	83,173	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) 2nd level eligibility	Internal Audit Services Department/Operations Audit Division - BGC, Taguig City
3	Internal Auditor III	17	JG 12	83,173	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) 2nd level eligibility	Internal Audit Services Department/Management Audit Division - BGC, Taguig City
4	Senior Administrative Assistant II	91	JG 10	42,293	Completion of 2 years studies in College or HS graduate with relevant vocational/trade course	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) 1st level Eligibility	Subsidiaries, Affiliates and Projects Monitoring Department - BGC, Taguig City
5	Land Management Officer III	226	JG 12	83,173	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) 2nd level eligibility	Land and Assets Development Department/Land Registry Division - Clarkfield, 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 **May 13, 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](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