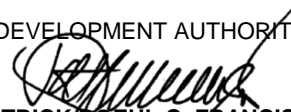


Republic of the Philippines
BASES CONVERSION DEVELOPMENT AUTHORITY
Request for Publication of Vacant Positions

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: 30-Oct-20

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 applicable) (if	
	Supervising Administrative Officer	123	22	49584	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second level Eligibility		Property and Procurement Management Department / Procurement Division - Taguig City
	Chief Administrative Officer	129	24	60270	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service (Professional) Second level Eligibility		Property and Procurement Management Department / Property Division - Taguig City
	Administrative Assistant III (Secretary III)	171	9	16743	Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) 1st level eligibility		Information and Communication Technology Department /Records Administration Division - Taguig City

	Reproduction Machine Operator I	173	2	9161	Elementary School Graduate	None required	None required	None required (MC 11. s.96 - Cat III)		Information and Communication Technology Department /Records Administration Division - Taguig City
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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 **November 10, 2020**.

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:

VIVENCIO B. DIZON

President and CEO

31st Street cor 2nd Avenue, Bonifacio
Global City, Taguig City

hrmd_recruitment@bccda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.