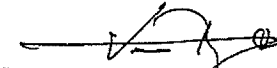


Republic of the Philippines
BASES CONVERSION AND DEVELOPMENT AUTHORITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of BCDA in the CSC website:



VIVENCIO B. DIZON, BCDA President and CEO

Date: 26-Feb-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Executive Assistant II	058	17	25,537	Bachelor's Degree in Public Administration, Business Administration / Management, Communication or courses related to office administration	4 hours training in technical writing, records management and other relevant trainings	1 year of work experience in office administration and records management	Career Service Professional (Second Level Eligibility)		Office of the Executive Vice President for Conversion and Development
2	Business Development Officer II (Development Management Officer II)	069	15	21,633	Bachelor's degree in business administration, finance, economics, accounting, real estate management, development studies, social sciences, behavioral sciences or any business-related course	4 hours of training in business development, project management, technical writing, policy research, preparation of terms of reference, financial modelling, or real estate management	1 year of work experience in business development, asset management, land acquisition, project development, sales, marketing or project management	Career Service Professional (Second Level Eligibility)		Business Development Department
3	Project Management Officer II (Development Management Officer II)	089	15	21,633	Bachelor's degree in social work, community development, social development, public management, development studies, communication, IT-related courses, business, behavioral sciences or other related courses	4 hours of training in technical writing office management, records management, knowledge management, corporate social responsibility, community relations, community organizing, or project management	1 year of work experience in community relations, organizing, clearing, and relocation of project-affected people, office management, records management, or information technology	Career Service Professional (Second Level Eligibility)		Project Management Department
4	Finance Officer IV (Budget Officer IV)	106	22	49,584	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of training in technical writing, financial management, project financing, or continuing professional education in the field of accountancy	Minimum of 4 years work experience in financial management and project financing; with technical writing proficiency	RA 1080 (CPA)		Budget and Comptrollership Department

5	Finance Officer II (Financial Analyst II)	117	15	21,633	Bachelor's degree in Accountancy, Business Administration, Financial Management, or any finance-related course	4 hours of training in managerial finance, investment analysis, financial markets or other training related to fund management	1 year of work experience in handling disbursements and check preparation	Career Service Professional (Second Level Eligibility)	Corporate Finance and Treasury Department
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* The Position involves the practice of profession

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 9 March 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the present position for one (1) year (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
 BCDA President and CEO

BCDA Corporate Center, 31st Street corner 2nd Avenue, Bonifacio
 Global City, Taguig City
odmd_recruitment@bcda.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.