


Republic of the Philippines
BUREAU OF CORRECTIONS
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 BUREAU OF CORRECTIONS in the CSC website:


 DATE
 MARY JANE N. JULIO
 HRMO
 Date: March 10, 2023

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)	
	CHIEF ADMINISTRATIVE OFFICER (CHIEF ACCOUNTANT)	BCORB-CADOF-15-2018	24	90,078.00	Master's Degree	4 years in position/s involving management and supervision	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	RA 1080 (CPA)	Building collaborative, inclusive working relationships (Intermediate); Managing performance and coaching for results (Intermediate); Leading change (Intermediate); Thinking strategically and creatively (Intermediate); and Creating and nurturing a high performing organization (Intermediate)	FINANCE DIVISION
	ADMINISTRATIVE AIDE IV (DRIVER II)	BCORB-ADA4-76-2018	4	15,586.00	Elementary School Graduate	none required	none required	Driver License (M C 11, s. 96-Cat. II)	N/A	OFFICE OF THE DIRECTOR GENERAL

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 March 20, 2023.

1. Three (3) 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 last rating period (if applicable);
3. Authenticated copy of certificate of eligibility/rating/license; and
4. Authenticated copy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

MARY JANE N. JULIO
 Chief, Human Resource Division

NBP Reservation, Poblacion, Muntinlupa City
bucorrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.