

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

CIVIL SERVICE COMMISSION
RECEIVED
CSCFO-DOST
MAR 13 2023
DATE
NATIONAL CAPITAL REGION
MARY JANE N. JULIO
HRMO
Date: March 13, 2023

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:

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)	
	ADMINISTRATIVE OFFICER I (CASHIER I)	BCORB-ADA4-76-2018	10	23,176.00	Bachelor's degree	none required	none required	Career Service (Professional) Second Level Eligibility	N/A	ADMINISTRATIVE DIVISION

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 23, 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.