



BUREAU OF CORRECTIONS
DIRECTORATE FOR ADMINISTRATION
HUMAN RESOURCE DIVISION
NBP Reservation, Muntinlupa City, Philippines, 1776



March 8, 2024

CIVIL SERVICE COMMISSION-NCR FIELD OFFICE-DOST RECEIVED MAR 26 2024 RECEIVED BY: _____ REFERENCE NUMBER: _____

Dir. MARGARITA G. REYES
Director II
CSC-DOST Field Office
Bicutan, Taguig City

Dear **Dir. Reyes,**

Transmitting herewith is the hardcopy of CSC Form No. 9, s. 2018, together with the electronic file of vacant position of this Bureau, for publication in the Civil Service website in accordance with the provisions of Republic Act No. 7041 and its implementing guidelines.

Thank you.

Very truly yours,


LIGAYA A DADOR
Chief, Human Resource Division

Encl: As stated



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www.bucor.gov.ph | hrd@bucor.gov.ph



BAGONG BUCOR

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
BUREAU OF CORRECTIONS
Request for Publication of Vacant Positions

**CIVIL SERVICE COMMISSION-NCI
FIELD OFFICE-DOST
RECEIVED**
MAR 26 2024
RECEIVED BY: _____
REFERENCE NUMBER: _____

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.

Ligaya A Dador
LIGAYA A DADOR
HRMO

Date: 3/8/2024

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	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	BCORB-ADOF4-29-2018	15	36,619.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	CS (Professional) Second Level Eligibility	N/A	Leyte Regional Prison

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 18, 2024.

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 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:

Ligaya A Dador

Chief, Human Resource Division

NBP Reservation, Poblacion Muntinlupa City

hrdrecruitment@bucor.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.