



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



May 23, 2024

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

CIVIL SERVICE COMMISSION-NCR FIELD OFFICE-DOST RECEIVED JUN 07 2024 RECEIVED BY: <u>Cynthia</u> REFERENCE NUMBER: _____
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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,


CT/SUPT ELSA A ALABADO
Acting Director, Directorate for Administration

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Encl: As stated

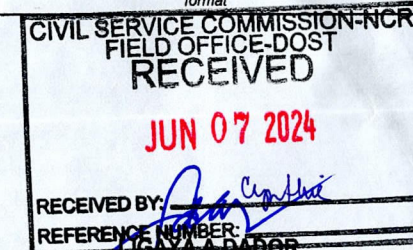


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Republic of the Philippines
BUREAU OF CORRECTIONS
Request for Publication of Vacant Positions

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:

HRMO
May 23, 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 ASSISTANT III (Secretary II)	BCORB-ADAS3-15-2018	9	21,211.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	DIRECTORATE FOR EXTERNAL RELATIONS
2	ADMINISTRATIVE ASSISTANT II (Budgeting Assistant)	BCORB-ADAS2-38-2018	8	19,744.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	IWAHIG PRISON & PENAL FARM
3	ADMINISTRATIVE AIDE VI (Clerk III)	BCORB-ADA6-19-2018	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	NEW BILIBID PRISON
4	ADMINISTRATIVE AIDE IV (Clerk II)	BCORB-ADA4-30-2018	4	15,586.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	GENERAL SERVICES DIVISION
5	ADMINISTRATIVE AIDE IV (Clerk II)	BCORB-ADA4-104-2005	4	15,586.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	IWAHIG PRISON & PENAL FARM

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 June 2, 2024

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:

LIGAYA A DADOR
Chief, Human Resource Division
NBP Reservation, Poblacion, Muntinlupa City
bucorreruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.