

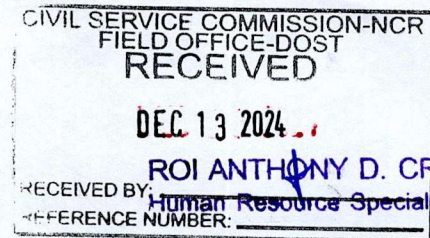


Republic of the Philippines
DEPARTMENT OF JUSTICE
BUREAU OF CORRECTIONS
NATIONAL HEADQUARTERS
NBP Reservation, Muntinlupa City, Philippines, 1776



29 November 2024

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



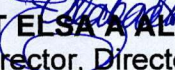
Dear **Director Reyes**,

Transmitting herewith is the hardcopy of CSC Form No. 9, s. 2017, 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,

FOR THE DIRECTOR GENERAL:


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

Encl: As stated



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

CIVIL SERVICE COMMISSION-NCR
FIELD OFFICE-DOST

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

RECEIVED

DEC 13 2024

RECEIVED BY: **ROI ANTHONY D. CRUZ**
Human Resource Specialist II

REFERENCE NUMBER:

[Signature]
LIGAYA A DADOR
HRMO

Date: November 29, 2024

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)	
1	PLANNING OFFICER III	BCORB-PLO3-29-2018	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	PLANNING & MANAGEMENT DIVISION
2	ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)	BCORB-ADA6-2-2018	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	FINANCE DIVISION
3	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-1-2018	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMINISTRATIVE DIVISION
4	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-16-2018	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	IPPF
5	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-14-2018	6	17,553.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	SRPPF
6	ADMINISTRATIVE AIDE V (PHOTOGRAPHER I)	BCORB-ADA5-30-2018	5	16,543.00	High School Graduate	None required	None Required	None Required	N/A	NEW BILIBID PRISON
7	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-37-2005	4	15,586.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	PLANNING & MANAGEMENT DIVISION
8	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-71-2018	4	15,586.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	NEW BILIBID PRISON
9	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-28-2018	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

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 December 9, 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. BADOR

Chief, Human Resource Division

NBP Reservation, Poblacion, Muntinlupa City

bucorrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.