



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



19 December 2024

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



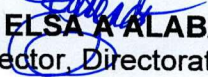
Dear **Director Reyes**,

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

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

CIVIL SERVICE COMMISSION-NCR
FIELD OFFICE-DOST
RECEIVED

DEC 27 2024

RECEIVED BY: ROLANTHONY D. CRUZ
Human Resource Specialist II

REFERENCE NUMBER: _____

LIGAYA A DADOR
HRMO

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:

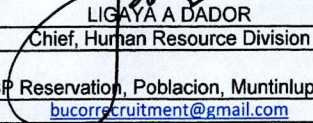
Date: December 19, 2024

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 (Credit Officer I)	BCORB-ADAS3-28-2018	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	NEW BILIBID PRISON
2	ADMINISTRATIVE ASSISTANT II (Budgeting Assistant)	BCORB-ADAS2-39-2018	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

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 29, 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

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

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.