

FILE



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



21 February 2025

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

CIVIL SERVICE COMMISSION-NCP
FIELD OFFICE-DOST
RECEIVED
FEB 11 2025
RECEIVED BY: *Cephus*
REFERENCE NUMBER:

Dear Director 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,

FOR THE DIRECTOR GENERAL:

Elsa A. Alabado
CT/SUPT ELSA A ALABADO
Acting Director
Directorate for Personnel and Human Resource Development

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 DISTRICT
ELECTRONIC COPY TO BE SUBMITTED TO THE CSC/EO MUST BE IN MS EXCEL FORMAT
RECEIVED
11.27.11.2025
RECEIVED BY: *Ligaya A Dador*
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:

Date:

February 21, 2025

LIGAYA A DADOR
HRMO

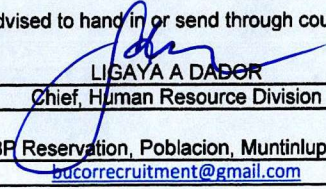
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	SUPERVISING ADMINISTRATIVE OFFICER	BCORB-SADOF-5-2024	22	78,162.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	BUDGET DIVISION
2	ADMINISTRATIVE OFFICER IV	BCORB-ADOF4-1-2024	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	ACCOUNTING DIVISION
3	ADMINISTRATIVE OFFICER IV (Financial Analyst II)	BCORB-ADOF4-2-2024	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	ACCOUNTING DIVISION
4	ADMINISTRATIVE OFFICER IV (Financial Analyst II)	BCORB-ADOF4-3-2024	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	ACCOUNTING DIVISION

5	ADMINISTRATIVE OFFICER IV (Financial Analyst II)	BCORB-ADOF4-4-2024	15	40,208.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	ACCOUNTING DIVISION
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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 3, 2025.

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

buorrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.