

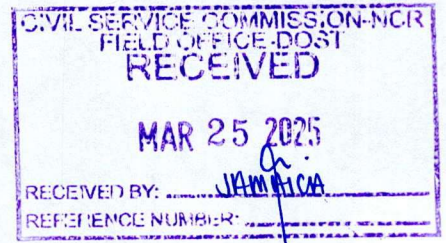


Republic of the Philippines
DEPARTMENT OF JUSTICE
BUREAU OF CORRECTIONS
NATIONAL HEADQUARTERS
NBP Reservation, Muntinlupa City, Philippines, 1776



20 March 2025

ATTY. ROSECHELAN CHARITY G. ACORDA-ADONGAY
Acting Director II
CSC-DOST Field Office
Bicutan, Taguig City




Dear **Atty. Acorda-Adongay**:

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.

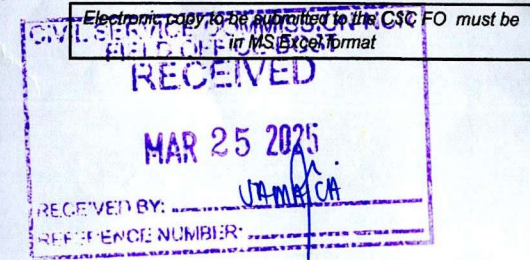
Very truly yours,

FOR THE DIRECTOR GENERAL:


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

Encl: As stated





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

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:

MARY JANE N JULIO
HRMO

Date: 3/20/2025

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	ENGINEER I	BCORB-ENG1-37-2018	12	32,245.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080	N/A	DAVAO PRISON & PENAL FARM
2	ADMINISTRATIVE ASSISTANT III	BCORB-ADAS3-28-2018	9	23,226.00	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
3	ADMINISTRATIVE ASSISTANT II (Clerk IV)	BCORB-ADAS2-44-2018	8	21,448.00	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
4	ADMINISTRATIVE AIDE VI (Clerk III)	BCORB-ADA6-7-2018	6	17,553.00	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 VI (Clerk III)	BCORB-ADA6-6-2018	6	18,957.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMINISTRATIVE DIVISION
6	ADMINISTRATIVE AIDE VI (Clerk III)	BCORB-ADA6-22-2018	6	18,957.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	SABLAYAN PRISON & PENAL FARM
7	ADMINISTRATIVE AIDE IV (Clerk II)	BCORB-ADA4-51-2018	4	16,833.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	APMD

8	ADMINISTRATIVE AIDE IV (Clerk II)	BCORB-ADA4-39-2018	4	16,833.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	DIRECTORATE FOR ADMINISTRATION
9	ADMINISTRATIVE AIDE IV (Clerk II)	BCORB-ADA4-35-2018	4	16,833.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMINISTRATIVE DIVISION
10	ADMINISTRATIVE AIDE IV (Clerk II)	BCORB-ADA4-36-2018	4	16,833.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMINISTRATIVE DIVISION
11	ADMINISTRATIVE AIDE IV (Clerk II)	BCORB-ADA4-51-2005	4	16,833.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMINISTRATIVE DIVISION
12	ADMINISTRATIVE AIDE IV (Clerk II)	BCORB-ADA4-42-2018	4	16,833.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	HEALTH AND WELFARE DIVISION
13	ADMINISTRATIVE AIDE IV (Clerk II)	BCORB-ADA4-77-2018	4	16,833.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	NEW BILIBID PRISON
14	ADMINISTRATIVE AIDE IV (Clerk II)	BCORB-ADA4-59-2018	4	16,833.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	DAVAO 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 April 4, 2025.

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:

 MARY JANE N JULIO

 Chief, Human Resource Division

 NBP Reservation, Poblacion Muntinlupa City

hrdrecruitment@bucor.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.