



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



18 March 2025

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

CIVIL SERVICE COMMISSION-NCR  
FIELD OFFICE-DOST  
**RECEIVED**  
**MAR 28 2025**  
RECEIVED BY: JAMAICA  
REFERENCE NUMBER: \_\_\_\_\_

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:**

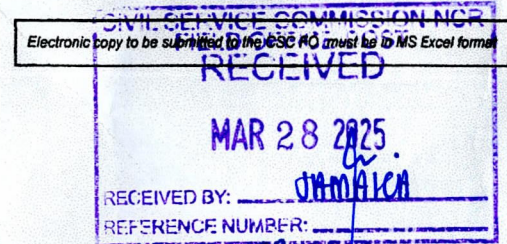
**CT/SUPT ELSA A ALABADO**  
Acting Director  
Directorate for Personnel and Human Resource Development

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: March 18, 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   | ADMINISTRATIVE OFFICER IV                           | 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 |
| 2   | ADMINISTRATIVE OFFICER IV                           | 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 |
| 3   | ADMINISTRATIVE OFFICER IV                           | 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 |

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 28, 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](http://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:

MARY JANE N JULIO  
Chief, Human Resource Division

NBP Reservation, Poblacion, Muntinlupa City  
[bucorrecruitment@gmail.com](mailto:bucorrecruitment@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.