



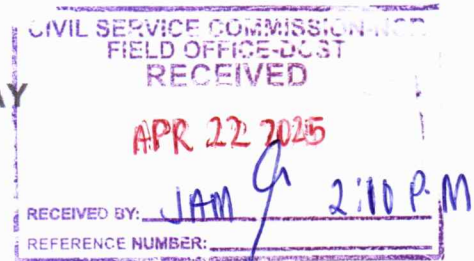
Republic of the Philippines
DEPARTMENT OF JUSTICE
BUREAU OF CORRECTIONS
 NATIONAL HEADQUARTERS
 NBP Reservation, Muntinlupa City, Philippines, 1776



10 APR 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:

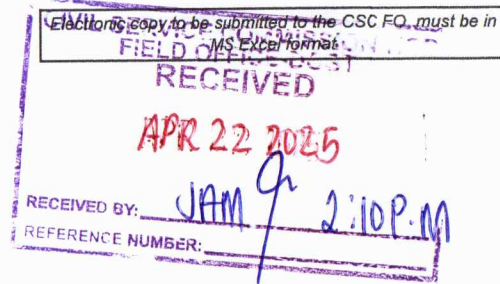

CT/SUPT ELSA A ALABADO

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: 4/9/2025

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	ACCOUNTANT I	BCORB-A1-25-2018	12	32,245.00	Bachelor's degree in Commerce/ Business Administration Major in Accounting	None required	None required	RA 1080	N/A	SABLAYAN PRISON AND PENAL FARM
2	STATISTICIAN I	BCORB-STAT1-12-2018	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	PLANNING MANAGEMENT DIVISION
3	ADMINISTRATIVE OFFICER II (Budget Officer I)	BCORB-ADOF2-38-2018	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	LEYTE REGIONAL PRISON
4	ADMINISTRATIVE ASSISTANT III (Storekeeper III)	BCORB-ADAS3-24-2018	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	LEYTE REGIONAL PRISON
5	ADMINISTRATIVE AIDE VI (Clerk III)	BCORB-ADA6-12-2005	6	18,957.00	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	ADMINISTRATIVE DIVISION
6	ADMINISTRATIVE AIDE VI (Accounting Clerk II)	BCORB-ADA6-24-2018	6	18,957.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	ACCOUNTING DIVISION

7	COMMUNITY AFFAIRS ASSISTANT I	BCORB-CAA1-21-2023	5	17,866.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	DAVAO PRISON AND PENAL FARM
8	COMMUNITY AFFAIRS ASSISTANT I	BCORB-CAA1-4-2023	5	17,866.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	SAN RAMON PRISON AND PENAL FARM
9	ADMINISTRATIVE AIDE IV (Clerk II)	BCORB-ADA4-23-2018	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 EXTERNAL RELATIONS

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 19, 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.