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must be in MS Excel format

Republic of the Philippines  
Bureau of Jail Management and Penology  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Bureau of Jail Management and Penology in the CSC website:

*[Signature]*  
JDIR DEOGRACIAS C TAPAYAN, CESE  
Chief, BJMP

Date: August 28, 2018 -

Date of Publication  
SEP 07 2018  
CSC-DILG

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Officer III (Records Officer II)	BJMPB-ADOF3-7-2005	SG 14	PHP 317, 928.00	Bachelor's Degree	Four (4) hours of relevant training	One (1) year relevant experience	CS Professional/Second Level Eligibility	N/A	National Headquarters
2	Nurse I	BJMPB-NURS1-15-1998	SG 11	PHP 242,148.00	Bachelor of Science in Nursing	None Required	None Required	RA 1080	N/A	National Headquarters
3	Administrative Aide IV (Clerk II)	BJMPB-ADA4-9-2005	SG 4	PHP 152,088.00	Completion of two (2) years studies in college	None Required	None Required	CS Sub-Professional/First Level Eligibility	N/A	National Headquarters

Note: These positions are open to all qualified applicants regardless of gender, civil status, ethnicity and/or religion.

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 September 28, 2018.

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](http://www.csc.gov.ph) or [bjmp.gov.ph](http://bjmp.gov.ph);
2. Photocopy of Transcript of Records;
3. Photocopy of Diploma; and,
4. Photocopy of Proof of Eligibility (Certificate of Eligibility/Board Rating with photocopy of PRC ID).

Original copy of the documents shall be presented upon submission of requirements.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JDIR DEOGRACIAS C TAPAYAN, CESE  
Chief, BJMP  
144 BJMP Building, Mindanao Avenue, Project 8, Quezon City  
email: [bjmp\\_dprm@yahoo.com](mailto:bjmp_dprm@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.