

Republic of the Philippines
BUREAU OF JAIL MANAGEMENT AND PENOLOGY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which is authorized to be filled, at the BUREAU OF JAIL MANAGEMENT AND PENOLOGY in the CSC website:

Date of Publication
DEC 18 2019
CSC-DIG FO

Date: December 18, 2019

JCSUPT ARNOLD F BUENACOSA
HRMO

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards				Competency (if applicable)	Place of Assignm
					Education	Training	Experience	Eligibility		
1	Administrative Aide VI (Clerk II)	BIMPB-ADAA-10-2005	6	14847	Completion of two (2) years studies in college	None required	None Required	Career Service Sub Professional (First Level Eligibility)	N/A	BJMP-NHQ
2	Administrative Aide IV	BIMPB-ADAA-11-2005	4	13215	Completion of two (2) years studies in college	None required	None Required	Career Service Sub Professional (First Level Eligibility)	N/A	BJMP-NHQ

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 January 10, 2020.

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:

JCSUPT ARNOLD F BUENACOSA
Director, Directorate for Personnel and Records Management
144 Mindanao Avenue Project 8 Quezon City
bjmp_dprr@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.