

Presidential Communications Operations Office
BUREAU OF COMMUNICATIONS SERVICES
PUBLICATION OF VACANT POSITIONS
(Pursuant to RA 7041)
As of 15 January 2020

Position Title: **ADMINISTRATIVE OFFICER III – (Supply Officer II)**
Item No/s: BCSB-ADOF3-8-2005
Number of Positions: 1
Salary Grade: SG 14 (P 27,755.00)
Division: Finance & Admin. Division
Qualifications:
Education: Bachelor's Degree
Training : 4 hours relevant training
Eligibility : Career Service (Professional) Second Level Eligibility
Experience: 1 year of relevant experience

Position Title: **ADMINISTRATIVE OFFICER II – (HRMO I)**
Item No/s: BCSB-ADOF2-9-2005
Number of Positions: 1
Salary Grade: SG 11 (P 20,754.00)
Division: Finance & Admin. Division
Qualifications:
Education : Bachelor's Degree
Training : None required
Eligibility : Career Service (Professional) Second Level Eligibility
Experience : None required

Requirements:

1. Application letter addressed to Dir. Ma.Florinda Princess E. Duque indicating therein the position applied for and the item number;

MA.FLORINDA PRINCESS E. DUQUE

Director IV
Bureau of Communications Services
#310 San Rafael St., San Miguel, Malacañang,
Manila 1005
or email at hr@bcs.gov.ph

2. Duly accomplished (updated) Personal Data Sheet (PDS). Form can be downloaded at www.csc.gov.ph
3. Photocopy of Transcript of Records, Diploma and Certificate of Eligibility (CSC or RA 1080);
4. Photocopy of latest Performance Rating (for government employed applicants only);
5. Photocopy of Certificate of Employment with actual duties and responsibilities (if applicable); and
6. Photocopy of relevant training and seminars attended.

Note: All interested and qualified applicants must submit the following documentary requirements on or before **29 January 2020**. Incomplete requirements will not be accepted.