



Republic of the Philippines  
Presidential Communications Operations Office  
BUREAU OF COMMUNICATIONS SERVICES  
Malacañang, Manila

## PUBLICATION OF VACANT POSITIONS

(Pursuant to RA 7041)  
As of February 18, 2021

Position Title: **ARTIST-ILLUSTRATOR II**  
Item No/s: BCSB-AI2-2-1998  
Number of Positions: 1  
Salary Grade: SG 08 (P 18,251.00)  
Division: Special Production Division  
Qualifications:  
    Education : Completion of two years studies in College or High School Graduate with relevant vocational/trade course  
    Training : 4 hours relevant training  
    Eligibility : Career Service (Sub-Professional) Draftsman or Illustrator (MC II, s. 96 – Cat III)  
                  First Level Eligibility  
    Experience : 1 year of relevant experience

Position Title: **BOOKBINDER III**  
Item No/s: BCSB-BB3-4-1998  
Number of Positions: 1  
Salary Grade: SG 07 (17,179.00)  
Division: Special Production Division  
Qualifications:  
    Education : Elementary School Graduate  
    Training : None required  
    Eligibility : None required (MC II, s. 96 – Cat III)  
    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 [bcshumanresource@gmail.com](mailto:bcshumanresource@gmail.com)

2. Duly accomplished (updated) Personal Data Sheet (PDS). Form can be downloaded at [www.csc.gov.ph](http://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: Only qualified applicants with complete requirements will be considered.**

**Deadline for submission of application is March 05, 2021.**