



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

**PUBLICATION OF VACANT POSITIONS**

(Pursuant to RA 7041)

As of March 24, 2021

Position Title: **Administrative Aide VI (Mechanic II)**  
Item No/s: BCSB-ADAS6-19-1998  
Number of Positions: 1  
Salary Grade: SG 6 (P 16,200.00)  
Division: Finance and Administrative Division  
Qualifications:  
    Education: High School Graduate or Completion of relevant vocational/  
                    trade course  
    Training : None required  
    Eligibility : Mechanic (Automotive Servicing) (MC No. 10 s.2013- Cat. II)  
    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 April 08, 2021.**