



Presidential Communications Operations Office
BUREAU OF COMMUNICATIONS SERVICES

PUBLICATION OF VACANT POSITIONS

As of March 09, 2022

Requirements:

1. Application letter addressed to MS. EILEEN CRUZ-DAVID indicating therein the position applied for and the item number;

EILEEN CRUZ-DAVID

Officer-in-Charge

Bureau of Communications Services

#310 San Rafael St., San Miguel, Malacañang,

Manila 1005

or email at bcshumanresource@gmail.com

2. 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;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license; and
5. Photocopy of Transcript of Records.

Note: For interested applicants, you may send your application letter and the following documents to the address above not later than March 19, 2022. Applications with incomplete requirements and submitted beyond the deadline shall not be entertained.

Position Title: **ADMINISTRATIVE OFFICER IV**
Item No/s: **BCSB-ADOF4-5-2005**

Number of Positions: 1
Salary Grade: **SG 15 (P 35,097.00)**
Division: Finance and Administrative Division – Personnel Section
Qualifications:
 Education: Bachelor's degree
 Training : 4 hours of relevant training
 Eligibility : Career Service Professional/Second Level Eligibility
 Experience: 1 year of relevant experience

Position Title: **PLANNING OFFICER V**
Item No/s: **BCSB-PLO5-1-1998**

Number of Positions: 1
Salary Grade: **SG 24 (P 88,410.00)**
Division: Planning Division
Qualifications:
 Education: Master's Degree or Certificate in Leadership and Management from the CSC
 Training : 40 Hours of Supervisory/Management learning and development intervention taken within the last 5 years
 Eligibility : Career Service Professional/Second Level Eligibility
 Experience: 4 years of Supervisory/Management Experience

Position Title: **INFORMATION OFFICER V**
Item No/s: **BCSB-INFO5-1-1998**
Number of Positions: 1
Salary Grade: **SG 24 (P 88,410.00)**
Place of Assignment: Special Operations Division
Qualifications:
 Education: Master's Degree or Certificate in Leadership and Management from the CSC
 Training : 40 Hours of Supervisory/Management learning and development intervention taken within the last 5 years
 Eligibility : Career Service Professional/Second Level Eligibility
 Experience: 4 years of Supervisory/Management Experience

Position Title: **CHIEF ADMINISTRATIVE OFFICER**
Item No/s: BCSB-CADOF-1-2005
Number of Positions: 1
Salary Grade: SG 24 (P 88,410.00)
Division: Finance and Administrative Division
Qualifications:
Education : Master's Degree or Certificate in Leadership and Management from the CSC
Training : 40 Hours of Supervisory/Management learning and development intervention taken within the last 5 years
Eligibility : Career Service Professional/Second Level Eligibility
Experience : 4 years of Supervisory/Management Experience

Position Title: **ADMINISTRATIVE AIDE VI (MECHANIC II)**
Item No/s: BCSB-ADA6-19-1998
Number of Positions: 1
Salary Grade: SG 06 (P 16,877.00)
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