


	RUSH
XX	1 st Priority
	2 nd Priority
	Normal

BUCOR ROUTING SLIP

FROM	TO	DATE	TIME	SIGNATURE	Target Date to Comply	REQUESTED ACTION
AC, HRD	Chief, IT	07.13.2021	10:44 AM	 PEREZ		/
						Appropriate Action
						For Comment/Recommendation
						Approval
						Concurrence
						For Information
						For Records/File

AMPLIFYING REMARKS/INSTRUCTIONS:

Respectfully forwarded are the softcopies of Publication of Uniformed and Non-Uniformed Positions to be posted and updated at the BuCor website:

1. Pub dated June 02, 2021
2. Pub dated May 11, 2021
3. Pub dated April 8, 2021
4. Pub dated February 1, 2021
5. Pub dated December 22, 2020
6. Pub dated December 14, 2020
7. Pub dated September 8, 2020

Thank you!

Republic of the Philippines
BUREAU OF CORRECTIONS
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of BUREAU OF CORRECTIONS in the CSC website:

THEODORE R. PEREZ

HRMO

Date:

DECEMBER 22, 2020

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (If applicable)	
1	CHIEF ADMINISTRATIVE OFFICER	BCORB-CADOF-16-2018	24	85,074.00	Master's Degree	4 years in position/s involving management and supervision	40 hours of supervisory/ management learning and development intervention undertaken within the last 5 years	RA 1080	Building collaborative, inclusive working relationships (Intermediate); Managing performance and coaching for results (Intermediate); Leading change (Intermediate); Thinking strategically and creatively (Intermediate); Creating and nurturing a high performing organization (Intermediate)	GENERAL SERVICES DIVISION
2	ATTORNEY IV	BCORB-ATY4-10-2018	23	75,359.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080		LEGAL SERVICE
3	ACCOUNTANT IV	BCORB-A4-1-1998	22	66,867.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080		FINANCE DIV

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4	PLANNING OFFICER IV	BCORB-PLO4-29-2018	22	66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		PLANNING AND MANAGEMENT DIVISION
5	SUPERVISING ADMINISTRATIVE OFFICER	BCORB-SADOF-51-2018	22	66,867.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility		GSD
6	ATTORNEY III FOUR (4)	BCORB-ATY3-13-2018	21	59,353.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		LEGAL SERVICE
7		BCORB-ATY3-14-2018								
8		BCORB-ATY3-15-2018								
9		BCORB-ATY3-16-2018								
10	EXECUTIVE ASSISTANT III TWO (2)	BCORB-EXA3-1-1998	20	52,703.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		OFFICE OF THE DIRECTOR GENERAL
11		BCORB-EXA3-4-2018								
12	ADMINISTRATIVE OFFICER V (ADMINISTRATIVE OFFICER III)	BCORB-ADOF5-17-2005	18	42,159.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		IPPF
13	ADMINISTRATIVE OFFICER V (BUDGET OFFICER III)	BCORB-ADOF5-13-2005	18	42,159.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		FINANCE DIV
14	ACCOUNTANT II TWO (2)	BCORB-A2-23-2018	16	35,106.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		NBP
15		BCORB-A2-22-2018								IPPF
16	ENGINEER II	BCORB-ENG2-18-2018	16	35,106.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		IPPF
17	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II) TWO (2)	BCORB-ADOF4-26-2018	15	32,053.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		CIW
18		BCORB-ADOF4-31-2018								SPPF
19	STATISTICIAN II	BCORB-STAT2-13-2018	15	32,053.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		PLANNING AND MANAGEMENT DIVISION
20	ADMINISTRATIVE	BCORB-ADOF3-12-2005	14	29,277.00	Bachelor's degree	4 hours of	1 year of relevant	Career Service		ADMIN DIV

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21	OFFICER III (RECORDS OFFICER II) THREE (3)	BCORB-ADOF3-30-2018				relevant training	experience	(Professional) Second Level Eligibility		IPPF
22		BCORB-ADOF3-31-2018								LRP
23	ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II) TWO (2)	BCORB-ADOF3-19-2005	14	29,277.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		SPPF
24		BCORB-ADOF3-18-2005								SRPPF
25	FREIGHT SERVICE SUPERVISOR II	BCORB-FSFS2-1-1998	13	26,754.00	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		GSD
26	ACCOUNTANT I EIGHT (8)	BCORB-A1-1-1998	12	24,495.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080		FINANCE DIV
27		BCORB-A1-2-1998								FINANCE DIV
28		BCORB-A1-27-2018								CIW
29		BCORB-A1-26-2018								IPPF
30		BCORB-A1-3-1998								LRP
31		BCORB-A1-23-2018								SPPF
32		BCORB-A1-28-2018								NBP
33		BCORB-A1-25-2018								DPPF
34	ENGINEER I SIX (6)	BCORB-ENG1-40-2018	12	24,495.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080		CIW
35		BCORB-ENG1-39-2018								LRP
36		BCORB-ENG1-35-2018								SPPF
37		BCORB-ENG1-36-2018								SRPPF
38		BCORB-ENG1-38-2018								IPPF
39		BCORB-ENG1-37-2018								DPPF
40	ADMINISTRATIVE ASSISTANT V (BUYER IV)	BCORB-ADAS5-3-2018	11	22,316.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		GSD
41	ADMINISTRATIVE ASSISTANT V (PRIVATE SECRETARY I) TWO (2)	BCORB-ADAS5-4-2018	11	22,316.00	Completion of two years studies in college	None required	None Required	None required		OFFICE OF THE DIRECTOR GENERAL
42		BCORB-ADAS5-5-2018								
43	ADMINISTRATIVE OFFICER II (BUDGET OFFICER I) FIVE (5)	BCORB-ADOF2-47-2018	11	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		FINANCE DIV
44		BCORB-ADOF2-42-2018								NBP
45		BCORB-ADOF2-40-2018								CIW
46		BCORB-ADOF2-45-2018								IPPF
47		BCORB-ADOF2-46-2018								SPPF

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48	ADMINISTRATIVE OFFICER II (HRMO I) THREE (3)	BCORB-ADOF2-41-2018	11	22,316.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		NBP
49		BCORB-ADOF2-43-2018								LRP
50		BCORB-ADOF2-34-2018								SPPF
51	ADMINISTRATIVE ASSISTANT IV (PROJECT ASSISTANT II)	BCORB-ADAS4-12-2018	10	20,219.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		GSD
52	ADMINISTRATIVE OFFICER I (CASHIER I) THREE (3)	BCORB-ADOF1-13-2005	10	20,219.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		ADMIN DIV
53		BCORB-ADOF1-14-2005								ADMIN DIV
54		BCORB-ADOF1-25-2018								NBP
55	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	BCORB-ADOF1-27-2018	10	20,219.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		SPPF
56	ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I) TWO (2)	BCORB-ADOF1-26-2018	10	20,219.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		IPPF
57		BCORB-ADOF1-22-2018								LRP
58	INFORMATION SYSTEMS RESEARCHER I	BCORB-INFOSR1-25-2018	10	20,219.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility		PLANNING AND MANAGEMENT DIVISION
59	ADMINISTRATIVE ASSISTANT III (BUYER III)	BCORB-ADAS3-23-2018	9	18,784.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		IPPF
60	ADMINISTRATIVE ASSISTANT III (CREDIT OFFICER I) TWO (2)	BCORB-ADAS3-12-2018	9	18,784.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility		ADMIN DIV
61		BCORB-ADAS3-28-2018								NBP
62	ADMINISTRATIVE ASSISTANT III (STOREKEEPER III) THREE (3)	BCORB-ADAS3-25-2018	9	18,784.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		CIW
63		BCORB-ADAS3-22-2018								IPPF
64		BCORB-ADAS3-18-2018								SPPF
65	ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III) TWO (2)	BCORB-ADAS2-30-2018	8	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		FINANCE DIV
66		BCORB-ADAS2-31-2018								
67	ADMINISTRATIVE	BCORB-ADAS2-40-2018	8	17,505.00	Completion of two	4 hours of	1 year of relevant	Career Service		CIW

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68	ASSISTANT II (ADMINISTRATIVE ASSISTANT) THREE (3)	BCORB-ADAS2-37-2018			years studies in college	relevant training	experience	(Subprofessional) First Level Eligibility		DPPF
69		BCORB-ADAS2-34-2018								SPPF
70	ADMINISTRATIVE ASSISTANT II (BOOKKEEPER)	BCORB-ADAS2-28-2018	8	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		FINANCE DIV
71	ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT) TWO (2)	BCORB-ADAS2-39-2018	8	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		IPPF
72		BCORB-ADAS2-36-2018								SRPPF
73	ADMINISTRATIVE ASSISTANT II (CASH CLERK III)	BCORB-ADAS2-17-2005	8	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		ADMIN DIV
74	ADMINISTRATIVE ASSISTANT II (CLERK IV) FIVE (5)	BCORB-ADAS2-48-2018	8	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		ADMIN DIV
75		BCORB-ADAS2-44-2018								NBP
76		BCORB-ADAS2-45-2018								LRP
77		BCORB-ADAS2-46-2018								LRP
78		BCORB-ADAS2-33-2018								SPPF
79	PLANNING ASSISTANT	BCORB-PLA-26-2018	8	17,505.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		PLANNING AND MANAGEMENT DIVISION
80	ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II) THREE (3)	BCORB-ADA6-24-2018	6	15,524.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		FINANCE DIV
81		BCORB-ADA6-25-2018								FINANCE DIV
82		BCORB-ADA6-26-2018								FINANCE DIV
83	ADMINISTRATIVE AIDE VI (CLERK III) THIRTEEN (13)	BCORB-ADA6-1-2018	6	15,524.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility		ADMIN DIV
84		BCORB-ADA6-6-2018								ADMIN DIV
85		BCORB-ADA6-11-2005								ADMIN DIV
86		BCORB-ADA6-7-2018								GSD
87		BCORB-ADA6-8-2018								GSD
88		BCORB-ADA6-10-2018								GSD
89		BCORB-ADA6-19-2018								NBP
90		BCORB-ADA6-17-2018								CIW
91		BCORB-ADA6-16-2018								IPPF
92		BCORB-ADA6-21-2018								LRP
93		BCORB-ADA6-46-2005								LRP
94		BCORB-ADA6-12-2018								SPPF

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95		BCORB-ADA6-22-2018								SPPF
96	ADMINISTRATIVE AIDE V (COMMUNITY AFFAIRS ASSISTANT I) TWO (2)	BCORB-ADA5-26-2018	5	14,641.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility		IPPF
97		BCORB-ADA5-24-2018								DPPF
98	ADMINISTRATIVE AIDE IV (CLERK II) THIRTY EIGHT (38)	BCORB-ADA4-6-2005	4	13,807.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility		PMD
99		BCORB-ADA4-8-2005								PMD
100		BCORB-ADA4-37-2005								PMD
101		BCORB-ADA4-39-2018								Dir. Admin
102		BCORB-ADA4-34-2018								ADMIN DIV
103		BCORB-ADA4-35-2018								ADMIN DIV
104		BCORB-ADA4-38-2018								ADMIN DIV
105		BCORB-ADA4-51-2005								ADMIN DIV
106		BCORB-ADA4-78-2018								ADMIN DIV
107		BCORB-ADA4-26-2018								GSD
108		BCORB-ADA4-52-2018								Dir. For RD
109		BCORB-ADA4-51-2018								APMD
110		BCORB-ADA4-49-2018								SSD
111		BCORB-ADA4-47-2018								IDPD
112		BCORB-ADA4-46-2018								COD
113		BCORB-ADA4-44-2018								Dir. Reformation
114		BCORB-ADA4-42-2018								HWD
115		BCORB-ADA4-41-2018								MSD
116		BCORB-ADA4-45-2018								EAD
117		BCORB-ADA4-75-2005								NBP
118		BCORB-ADA4-77-2018								NBP
119		BCORB-ADA4-79-2018								NBP
120		BCORB-ADA4-63-2018								IPPF
121		BCORB-ADA4-64-2018								IPPF
122		BCORB-ADA4-65-2018								IPPF
123		BCORB-ADA4-66-2018								IPPF
124		BCORB-ADA4-104-2005								IPPF
125		BCORB-ADA4-59-2018								DPPF
126		BCORB-ADA4-60-2018								DPPF
127		BCORB-ADA4-86-2005								LRP
128		BCORB-ADA4-89-2005								LRP
129	BCORB-ADA4-91-2005	LRP								
130	BCORB-ADA4-95-2005	LRP								
131	BCORB-ADA4-53-2018	SPPF								

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132		BCORB-ADA4-54-2018								SPPF
133		BCORB-ADA4-55-2018								SPPF
134		BCORB-ADA4-56-2018								SPPF
135		BCORB-ADA4-119-2005								SRPPF
> NOTHING FOLLOWS <										

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 25, 2021.

1. Three (3) 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 present position for one (1) year (if applicable);
3. Authenticated copy of certificate of eligibility/rating/license; and
4. Authenticated copy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

THEODORE R. PEREZ
 Chief, Human Resource Division
 Bureau of Corrections
 NBP Reservation, 1776 Muntinlupa City
bucorhrdrecruitment@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.