



Republic of the Philippines
DEPARTMENT OF JUSTICE
BUREAU OF CORRECTIONS
Muntinlupa City, Philippines, 1776
Tel. No. 850-0062/659-0832



February 24, 2020

Dir. PHILIP C. APOSTOL
Director II
CSC-DOST Field Office
Bicutan, Taguig City

Dear **Dir. Apostol,**

Transmitting herewith is the hardcopy of CSC Form No. 9, s. 2018, together with the electronic file of vacant position of this Bureau, for publication in the Civil Service website in accordance with the provisions of Republic Act No. 7041 and its implementing guidelines.

Thank you.

Very truly yours,


CTCSUPT JOHN PAUL O SANTOS
Acting Director, Directorate for Administration

Encl: As stated

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

Electronic copy to be submitted to the CSC FO must be in MS Excel format



Theodore R. Perez
THEODORE R. PEREZ

HRMO

Date: February 24, 2020

To: CIVIL SERVICE COMMISSION (CSC)

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

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	Four (4) ATTORNEY III	BCORB-ATY3-13-2018	21	57,805.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080		Legal Division
2		BCORB-ATY3-14-2018								
3		BCORB-ATY3-15-2018								
4		BCORB-ATY3-16-2018								
5	EXECUTIVE ASSISTANT III	BCORB-EXA3-4-2018	20	51,155.00	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
6	ACCOUNTANT III	BCORB-A3-2-1998	19	45,269.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility		Finance Division
7	Three (3) ACCOUNTANT II	BCORB-A2-23-2018	16	33,584.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080		New Bilibid Prison
8		BCORB-A2-22-2018								Iwahig Prison and Penal Farm
9		BCORB-A2-21-2018								Davao Prison and Penal Farm

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10	Two (2) ENGINEER II	BCORB-ENG2-18-2018	16	33,584.00	Bachelor's degree in Engineering relevant to the job	4 hours of relevant training	1 year of relevant experience	RA 1080		Iwahig Prison and Penal Farm
11		BCORB-ENG2-17-2018								Davao Prison and Penal Farm
12	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER II)	BCORB-ADOF4-26-2018	15	30,531.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Correctional Institution for Women
13	ADMINISTRATIVE OFFICER IV (HRMO II)	BCORB-ADOF4-21-2018	15	30,531.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Davao Prison and Penal Farm
14	STATISTICIAN II	BCORB-STAT2-13-2018	15	30,531.00	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
15	Three (3) ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II)	BCORB-ADOF3-28-2018	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		New Bilibid Prison
16		BCORB-ADOF3-19-2005								Sablayan Prison and Penal Farm
17		BCORB-ADOF3-18-2005								San Ramon Prison and Penal Farm
18	Two (2) ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)	BCORB-ADOF3-27-2018	14	27,755.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Correctional Institution for Women
19		BCORB-ADOF3-31-2018								Leyte Regional Prison
20	FREIGHT SERVICE SUPERVISOR II	BCORB-FSF52-1-1998	13	25,232.00	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		General Services Division

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					Education	Training	Experience	Eligibility	Competency (If applicable)	
21	Four (4) ACCOUNTANT I	BCORB-A1-28-2018	12	22,938.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None Required	RA 1080		New Bilibid Prison
22		BCORB-A1-27-2018								Correctional Institution for Women
23		BCORB-A1-26-2018								Iwahig Prison and Penal Farm
24		BCORB-A1-23-2018								Sablayan Prison and Penal Farm
25	Four (4) ENGINEER I	BCORB-ENG1-40-2018	12	22,938.00	Bachelor's degree in Engineering relevant to the job	None required	None Required	RA 1080		Correctional Institution for Women
26		BCORB-ENG1-38-2018								Iwahig Prison and Penal Farm
27		BCORB-ENG1-35-2018								Sablayan Prison and Penal Farm
28		BCORB-ENG1-36-2018								San Ramon Prison and Penal Farm
29	LEGAL ASSISTANT II	BCORB-LEA2-24-2018	12	22,938.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None Required	Career Service (Professional) Second Level Eligibility		Legal Division
30	ADMINISTRATIVE ASSISTANT V (PRIVATE SECRETARY I)	BCORB-ADAS5-2-2018	11	20,754.00	Completion of two years studies in college	None required	None Required	None required		Office of the Director General

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31	ADMINISTRATIVE ASSISTANT V (BUYER IV)	BCORB-ADAS5-3-2018	11	20,754.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		General Services Division
32	Five (5) ADMINISTRATIVE OFFICER II (BUDGET OFFICER I)	BCORB-ADOF2-33-2018	11	20,754.00	Bachelor's degree relevant to the job	None required	None Required	Career Service (Professional) Second Level Eligibility		Finance Division
33		BCORB-ADOF2-47-2018								Finance Division
34		BCORB-ADOF2-42-2018								New Bilibid Prison
35		BCORB-ADOF2-40-2018								Correctional Institution for Women
36		BCORB-ADOF2-37-2018								Davao Prison and Penal Farm
37	Three (3) ADMINISTRATIVE OFFICER II (HRMO I)	BCORB-ADOF2-9-2005	11	20,754.00	Bachelor's degree relevant to the job	None required	None Required	Career Service (Professional) Second Level Eligibility		Administrative Division
38		BCORB-ADOF2-10-2005								Administrative Division
39		BCORB-ADOF2-34-2018								Sablayan Prison and Penal Farm
40	STATISTICIAN I	BCORB-STAT1-12-2018	11	20,754.00	Bachelor's degree relevant to the job	None required	None Required	Career Service (Professional) Second Level Eligibility		Planning and Management Division
41	ADMINISTRATIVE ASSISTANT IV (PROJECT ASSISTANT II)	BCORB-ADAS4-12-2018	10	19,233.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility		General Services Division
42	Three (3) ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)	BCORB-ADOF1-23-2018	10	19,233.00	Bachelor's degree	None required	None Required	Career Service (Professional) Second Level Eligibility		Correctional Institution for Women
43		BCORB-ADOF1-21-2018								Davao Prison and Penal Farm
44		BCORB-ADOF1-22-2018								Leyte Regional Prison

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					Education	Training	Experience	Eligibility	Competency (If applicable)	
45	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	BCORB-ADOF1-27-2018	10	19,233.00	Bachelor's degree	None required	None Required	Career Service (Professional) Second Level Eligibility		Sablayan Prison and Penal Farm
46	Three (3) ADMINISTRATIVE ASSISTANT III (BUYER III)	BCORB-ADAS3-27-2018	9	17,975.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		New Bilibid Prison
47		BCORB-ADAS3-23-2018								Iwahig Prison and Penal Farm
48		BCORB-ADAS3-21-2018								Davao Prison and Penal Farm
49	Two (2) ADMINISTRATIVE ASSISTANT III (CREDIT OFFICER I)	BCORB-ADAS3-12-2018	9	17,975.00	Bachelor's degree	None required	None Required	Career Service (Professional) Second Level Eligibility		Administrative Division
50		BCORB-ADAS3-28-2018								New Bilibid Prison
51	Five (5) ADMINISTRATIVE	BCORB-ADAS3-13-2018	9	17,975.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Directorate for Administration
52	ASSISTANT III (SECRETARY II)	BCORB-ADAS3-17-2018								Directorate for Reception and Diagnostics
53		BCORB-ADAS3-16-2018								Directorate for Security and Operations
54		BCORB-ADAS3-14-2018								Directorate for Reformation
55		BCORB-ADAS3-15-2018								Directorate for External Relation
56	Six (6) ADMINISTRATIVE ASSISTANT III (STOREKEEPER III)	BCORB-ADAS3-11-2018	9	17,975.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		General Services Division
57		BCORB-ADAS3-26-2018								New Bilibid Prison
58		BCORB-ADAS3-25-2018								Correctional Institution for Women
59		BCORB-ADAS3-22-2018								Iwahig Prison and Penal Farm

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					Education	Training	Experience	Eligibility	Competency (If applicable)	
60		BCORB-ADAS3-20-2018								Davao Prison and Penal Farm
61		BCORB-ADAS3-18-2018								Sablayan Prison and Penal Farm
62	Three (3) ADMINISTRATIVE ASSISTANT II (ACCOUNTING CLERK III)	BCORB-ADAS2-29-2018	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Finance Division
63		BCORB-ADAS2-30-2018								
64		BCORB-ADAS2-31-2018								
65	Five (5) ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT I)	BCORB-ADAS2-41-2018	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		New Bilibid Prison
66		BCORB-ADAS2-38-2005								Correctional Institution for Women
67		BCORB-ADAS2-40-2018								Correctional Institution for Women
68		BCORB-ADAS2-48-2005								Davao Prison and Penal Farm
69		BCORB-ADAS2-34-2018								Sablayan Prison and Penal Farm
70	ADMINISTRATIVE ASSISTANT II (BOOKKEEPER)	BCORB-ADAS2-28-2018	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Finance Division
71	Two (2) ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT)	BCORB-ADAS2-39-2018	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Iwahig Prison and Penal Farm
72		BCORB-ADAS2-36-2018								San Ramon Prison and Penal Farm
73	ADMINISTRATIVE ASSISTANT II (CASH CLERK III)	BCORB-ADAS2-43-2018	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		New Bilibid Prison

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					Education	Training	Experience	Eligibility	Competency (If applicable)	
74	Five (5) ADMINISTRATIVE ASSISTANT II (CLERK IV)	BCORB-ADAS2-13-2005	8	16,758.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility		Administrative Division
75		BCORB-ADAS2-16-2005								Administrative Division
76		BCORB-ADAS2-49-2018								Administrative Division
77		BCORB-ADAS2-42-2018								New Bilibid Prison
78		BCORB-ADAS2-33-2018								Sablayan Prison and Penal Farm
79	Five (5) ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)	BCORB-ADA6-2-2018	6	14,847.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility		Finance Division
80		BCORB-ADA6-3-2018								
81		BCORB-ADA6-4-2018								
82		BCORB-ADA6-5-2018								
83		BCORB-ADA6-27-2018								
84	Twelve (12) ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-6-2005	6	14,847.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility		Administrative Division
85		BCORB-ADA6-11-2005								Administrative Division
86		BCORB-ADA6-12-2005								Administrative Division
87		BCORB-ADA6-16-2005								Administrative Division
88		BCORB-ADA6-23-2018								Administrative Division
89		BCORB-ADA6-41-2005								New Bilibid Prison
90		BCORB-ADA6-42-2005								New Bilibid Prison
91		BCORB-ADA6-16-2018								Iwahig Prison and Penal Farm
92		BCORB-ADA6-56-2005								Davao Prison and Penal Farm
93		BCORB-ADA6-67-2005								Davao Prison and Penal Farm
94		BCORB-ADA6-46-2005								Leyte Regional Prison

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					Education	Training	Experience	Eligibility	Competency (If applicable)	
95		BCORB-ADA6-12-2018								Sablayan Prison and Penal Farm
96	Five (5) ADMINISTRATIVE AIDE V (COMMUNITY AFFAIRS ASSISTANT I)	BCORB-ADA5-31-2018	5	14,007.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility		New Bilibid Prison
97		BCORB-ADA5-32-2018								New Bilibid Prison
98		BCORB-ADA5-33-2018								New Bilibid Prison
99		BCORB-ADA5-29-2018								Correctional Institution for Women
100		BCORB-ADA5-26-2018								Iwahig Prison and Penal Farm
101	ADMINISTRATIVE AIDE V (PHOTOGRAPHER I)	BCORB-ADA5-34-2018	5	14,007.00	High School Graduate or Completion of relevant vocational/ trade course	None required	None Required	None required (MC 11, s. 96 - Cat. III)		Office of the Director General
102	Thirty three (33) ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-76-2005	4	13,214.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility		Administrative Division
103		BCORB-ADA4-27-2018								General Services Division
104		BCORB-ADA4-28-2018								General Services Division
105		BCORB-ADA4-24-2018								Directorate for Security and Operation
106		BCORB-ADA4-43-2018								Education and Training Division
107		BCORB-ADA4-23-2018								Directorate for External Relation
108		BCORB-ADA4-17-2018								New Bilibid Prison
109		BCORB-ADA4-70-2018								New Bilibid Prison

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					Education	Training	Experience	Eligibility	Competency (If applicable)	
110		BCORB-ADA4-71-2018 ✓								New Bilibid Prison
111		BCORB-ADA4-72-2018 ✓								New Bilibid Prison
112		BCORB-ADA4-73-2018 ✓								New Bilibid Prison
113		BCORB-ADA4-67-2018 ✓								Correctional Institution for Women
114		BCORB-ADA4-68-2018 ✓								Correctional Institution for Women
115		BCORB-ADA4-69-2018 ✓								Correctional Institution for Women
116		BCORB-ADA4-83-2005 ✓								Correctional Institution for Women
117		BCORB-ADA4-63-2018 ✓								Iwahig Prison and Penal Farm
118		BCORB-ADA4-64-2018 ✓								Iwahig Prison and Penal Farm
119		BCORB-ADA4-65-2018 ✓								Iwahig Prison and Penal Farm
120		BCORB-ADA4-66-2018 ✓								Iwahig Prison and Penal Farm
121		BCORB-ADA4-104-2005 ✓								Iwahig Prison and Penal Farm
122		BCORB-ADA4-20-2018 ✓								Davao Prison and Penal Farm
123		BCORB-ADA4-61-2018 ✓								Davao Prison and Penal Farm
124		BCORB-ADA4-114-2005 ✓								Davao Prison and Penal Farm
125		BCORB-ADA4-115-2005 ✓								Davao Prison and Penal Farm
126		BCORB-ADA4-86-2005 ✓								Leyte Regional Prison

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					Education	Training	Experience	Eligibility	Competency (If applicable)	
127		BCORB-ADA4-89-2005								Leyte Regional Prison
128		BCORB-ADA4-91-2005								Leyte Regional Prison
129		BCORB-ADA4-95-2005								Leyte Regional Prison
130		BCORB-ADA4-53-2018								Sablayan Prison and Penal Farm
131		BCORB-ADA4-54-2018								Sablayan Prison and Penal Farm
132		BCORB-ADA4-55-2018								Sablayan Prison and Penal Farm
133		BCORB-ADA4-56-2018								Sablayan Prison and Penal Farm
134		BCORB-ADA4-119-2005								San Ramon Prison and Penal Farm

> 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 March 31, 2020.

1. 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. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy 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
bucorpersonnel@yahoo.com.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.