

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

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MARY JANE N. JULIO  
HRMO  
NATIONAL CAPITAL REGION

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the BUREAU OF CORRECTIONS in the CSC website:

Date:

January 5, 2023

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	ATTORNEY IV	BCORB-ATY4-10-2018	23	78,455.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	LEGAL SERVICE
2	ATTORNEY III	BCORB-ATY3-13-2018	21	62,449.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	LEGAL SERVICE
3	ATTORNEY III	BCORB-ATY3-15-2018	21	62,449.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	LEGAL SERVICE
4	ATTORNEY III	BCORB-ATY3-16-2018	21	62,449.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	LEGAL SERVICE
5	ADMINISTRATIVE OFFICER V (ADMINISTRATIVE OFFICER I)	BCORB-ADOF5-8-2005	18	45,203.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	ADMIN DIVISION
6	ADMINISTRATIVE OFFICER V (BUDGET OFFICER III)	BCORB-ADOF5-28-2018	18	45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	FINANCE DIVISION
7	PLANNING OFFICER III	BCORB-PLO3-28-2018	18	45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	PLANNING AND MANAGEMENT DIVISION
8	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER I)	BCORB-ADOF4-28-2018	15	35,097.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	NEW BILIBID PRISON
9	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER I)	BCORB-ADOF4-30-2018	15	35,097.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	DAVAO PRISON AND PENAL FARM
10	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER I)	BCORB-ADOF4-31-2018	15	35,097.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SABLAYAN PRISON AND PENAL FARM

11	ADMINISTRATIVE OFFICER IV (ADMINISTRATIVE OFFICER	BCORB-ADOF4-64-2005	15	35,097.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SAN RAMON PRISON AND PENAL FARM
12	ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)	BCORB-ADOF3-12-2005	14	32,321.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	ADMIN DIVISION
13	ADMINISTRATIVE OFFICER III (RECORDS OFFICER II)	BCORB-ADOF3-31-2018	14	32,321.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	LEYTE REGIONAL PRISON
14	ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II)	BCORB-ADOF3-19-2005	14	32,321.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SABLAYAN PRISON AND PENAL FARM
15	ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II)	BCORB-ADOF3-18-2005	14	32,321.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	SAN RAMON PRISON AND PENAL FARM
16	FREIGHT SERVICE SUPERVISOR II	BCORB-FSFS2-1-1998	13	29,798.00	Completion of two years studies in college	16 hours of relevant training	3 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	GENERAL SERVICES DIVISION
17	ACCOUNTANT I	BCORB-A1-1-1998	12	27,608.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080	N/A	FINANCE DIVISION
18	ACCOUNTANT I	BCORB-A1-2-1998	12	27,608.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080	N/A	FINANCE DIVISION
19	ACCOUNTANT I	BCORB-A1-28-2018	12	27,608.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080	N/A	NEW BILIBID PRISON
20	ACCOUNTANT I	BCORB-A1-27-2018	12	27,608.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080	N/A	CORRECTIONAL INSTITUTION FOR WOMEN
21	ACCOUNTANT I	BCORB-A1-25-2018	12	27,608.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080	N/A	DAVAO PRISON AND PENAL FARM
22	ACCOUNTANT I	BCORB-A1-3-1998	12	27,608.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080	N/A	LEYTE REGIONAL PRISON
23	ACCOUNTANT I	BCORB-A1-23-2018	12	27,608.00	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080	N/A	SABLAYAN PRISON AND PENAL FARM
24	ENGINEER I	BCORB-ENG1-37-2018	12	27,608.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080	N/A	DAVAO PRISON AND PENAL FARM
25	ENGINEER I	BCORB-ENG1-39-2018	12	27,608.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080	N/A	LEYTE REGIONAL PRISON
26	ENGINEER I	BCORB-ENG1-35-2018	12	27,608.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080	N/A	SABLAYAN PRISON AND PENAL FARM

27	ENGINEER I	BCORB-ENG1-36-2018	12	27,608.00	Bachelor's degree in Engineering relevant to the job	None required	None required	RA 1080	N/A	SAN RAMON PRISON AND PENAL FARM
28	ADMINISTRATIVE ASSISTANT V (PRIVATE SECRETARY I)	BCORB-ADAS5-4-2018	11	25,439.00	Completion of two years studies in college	None required	None Required	None required	N/A	OFFICE OF THE DIRECTOR GENERAL
29	ADMINISTRATIVE OFFICER II (BUDGET OFFICER I)	BCORB-ADOF2-46-2018	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	SABLAYAN PRISON AND PENAL FARM
30	ADMINISTRATIVE OFFICER II (HRMO I)	BCORB-ADOF2-41-2018	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	NEW BILIBID PRISON
31	ADMINISTRATIVE OFFICER II (HRMO I)	BCORB-ADOF2-39-2018	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	CORRECTIONAL INSTITUTION FOR WOMEN
32	ADMINISTRATIVE OFFICER II (HRMO I)	BCORB-ADOF2-43-2018	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	LEYTE REGIONAL PRISON
33	ADMINISTRATIVE OFFICER II (HRMO I)	BCORB-ADOF2-34-2018	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	SABLAYAN PRISON AND PENAL FARM
34	ADMINISTRATIVE ASSISTANT IV (PROJECT ASSISTANT II)	BCORB-ADAS4-12-2018	10	22,190.00	Completion of two years studies in college	8 hours of relevant training	2 years of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	GENERAL SERVICES DIVISION
35	ADMINISTRATIVE OFFICER I (RECORDS OFFICER I)	BCORB-ADOF1-27-2018	10	22,190.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	SABLAYAN PRISON AND PENAL FARM
36	ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)	BCORB-ADOF1-24-2018	10	22,190.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	NEW BILIBID PRISON
37	ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)	BCORB-ADOF1-22-2018	10	22,190.00	Bachelor's degree	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	LEYTE REGIONAL PRISON
38	ADMINISTRATIVE ASSISTANT III (BUYER III)	BCORB-ADAS3-23-2018	9	20,340.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	IWAHIG PRISON AND PENAL FARM
39	ADMINISTRATIVE ASSISTANT III (SECRETARY II)	BCORB-ADAS3-17-2018	9	20,340.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	DIRECTORATE FOR RECEPTION AND DIAGNOSTICS
40	ADMINISTRATIVE ASSISTANT III (SECRETARY II)	BCORB-ADAS3-15-2018	9	20,340.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	DIRECTORATE FOR EXTERNAL RELATIONS
41	ADMINISTRATIVE ASSISTANT III (STOREKEEPER III)	BCORB-ADAS3-25-2018	9	20,340.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	CORRECTIONAL INSTITUTION FOR WOMEN
42	ADMINISTRATIVE ASSISTANT III (STOREKEEPER III)	BCORB-ADAS3-22-2018	9	20,340.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	IWAHIG PRISON AND PENAL FARM

43	ADMINISTRATIVE ASSISTANT III (STOREKEEPER III)	BCORB-ADAS3-18-2018	9	20,340.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	SABLAYAN PRISON AND PENAL FARM
44	ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT II)	BCORB-ADAS2-37-2018	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	DAVAO PRISON AND PENAL FARM
45	ADMINISTRATIVE ASSISTANT II (ADMINISTRATIVE ASSISTANT II)	BCORB-ADAS2-34-2018	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	SABLAYAN PRISON AND PENAL FARM
46	ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT)	BCORB-ADAS2-38-2018	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	IWAHIG PRISON AND PENAL FARM
47	ADMINISTRATIVE ASSISTANT II (BUDGETING ASSISTANT)	BCORB-ADAS2-36-2018	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	SAN RAMON PRISON AND PENAL FARM
48	ADMINISTRATIVE ASSISTANT II (CLERK IV)	BCORB-ADAS2-13-2005	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	ADMIN DIVISION
49	ADMINISTRATIVE ASSISTANT II (CLERK IV)	BCORB-ADAS2-16-2005	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	ADMIN DIVISION
50	ADMINISTRATIVE ASSISTANT II (CLERK IV)	BCORB-ADAS2-49-2018	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	ADMIN DIVISION
51	ADMINISTRATIVE ASSISTANT II (CLERK IV)	BCORB-ADAS2-44-2018	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	NEW BILIBID PRISON
52	ADMINISTRATIVE ASSISTANT II (CLERK IV)	BCORB-ADAS2-45-2018	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	LEYTE REGIONAL PRISON
53	ADMINISTRATIVE ASSISTANT II (CLERK IV)	BCORB-ADAS2-46-2018	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	LEYTE REGIONAL PRISON
54	ADMINISTRATIVE ASSISTANT II (CLERK IV)	BCORB-ADAS2-33-2018	8	18,998.00	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	SABLAYAN PRISON AND PENAL FARM
55	ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)	BCORB-ADA6-2-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	FINANCE DIVISION
56	ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)	BCORB-ADA6-3-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	FINANCE DIVISION
57	ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)	BCORB-ADA6-4-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	FINANCE DIVISION
58	ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)	BCORB-ADA6-5-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	FINANCE DIVISION

59	ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)	BCORB-ADA6-24-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	FINANCE DIVISION
60	ADMINISTRATIVE AIDE VI (ACCOUNTING CLERK II)	BCORB-ADA6-27-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	FINANCE DIVISION
61	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-1-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMIN DIVISION
62	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-6-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMIN DIVISION
63	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-6-2005	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMIN DIVISION
64	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-16-2005	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMIN DIVISION
65	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-7-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	GENERAL SERVICES DIVISION
66	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-8-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	GENERAL SERVICES DIVISION
67	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-10-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	GENERAL SERVICES DIVISION
68	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-41-2005	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	NEW BILIBID PRISON
69	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-42-2005	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	NEW BILIBID PRISON
70	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-17-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	CORRECTIONAL INSTITUTION FOR WOMEN
71	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-18-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	CORRECTIONAL INSTITUTION FOR WOMEN
72	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-15-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	IWAHIG PRISON AND PENAL FARM
73	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-21-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	LEYTE REGIONAL PRISON
74	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-46-2005	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	LEYTE REGIONAL PRISON

75	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-12-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	SABLAYAN PRISON AND PENAL FARM
76	ADMINISTRATIVE AIDE VI (CLERK III)	BCORB-ADA6-22-2018	6	16,877.00	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	SABLAYAN PRISON AND PENAL FARM
77	ADMINISTRATIVE AIDE V (COMMUNITY AFFAIRS ASSISTANT)	BCORB-ADA5-31-2018	5	15,909.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	NEW BILIBID PRISON
78	ADMINISTRATIVE AIDE V (COMMUNITY AFFAIRS ASSISTANT)	BCORB-ADA5-33-2018	5	15,909.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	NEW BILIBID PRISON
79	ADMINISTRATIVE AIDE V (COMMUNITY AFFAIRS ASSISTANT)	BCORB-ADA5-29-2018	5	15,909.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	CORRECTIONAL INSTITUTION FOR WOMEN
80	ADMINISTRATIVE AIDE V (COMMUNITY AFFAIRS ASSISTANT)	BCORB-ADA5-24-2018	5	15,909.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	DAVAO PRISON AND PENAL FARM
81	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-39-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	DIRECTORATE FOR ADMINISTRATION
82	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-34-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMIN DIVISION
83	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-35-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMIN DIVISION
84	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-36-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMIN DIVISION
85	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-37-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMIN DIVISION
86	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-38-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMIN DIVISION
87	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-51-2005	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMIN DIVISION
88	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-76-2005	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	ADMIN DIVISION
89	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-25-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	GENERAL SERVICES DIVISION
90	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-26-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	GENERAL SERVICES DIVISION

91	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-27-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	GENERAL SERVICES DIVISION
92	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-29-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	GENERAL SERVICES DIVISION
93	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-30-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	GENERAL SERVICES DIVISION
94	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-31-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	GENERAL SERVICES DIVISION
95	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-33-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	GENERAL SERVICES DIVISION
96	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-52-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	DIRECTORATE FOR RECEPTION AND DIAGNOSTICS
97	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-51-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	ASSESSMENT AND PROGRAM MONITORING DIVISION
98	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-50-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	CASE MANAGEMENT DIVISION
99	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-48-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	INTELLIGENCE AND INVESTIGATION DIVISION
100	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-46-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	COMMUNICATIONS OPERATIONS DIVISION
101	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-44-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	DIRECTORATE FOR REFORMATION
102	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-43-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	EDUCATION AND TRAINING DIVISION
103	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-42-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	HEALTH AND WELFARE DIVISION
104	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-41-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	MORAL AND SPIRITUAL DIVISION
105	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-40-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	WORK AND LIVELIHOOD DIVISION
106	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-23-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	DIRECTORATE FOR EXTERNAL RELATIONS

107	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-45-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	EXTERNAL AFFAIRS DIVISION
108	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-71-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	NEW BILIBID PRISON
109	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-72-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	NEW BILIBID PRISON
110	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-73-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	NEW BILIBID PRISON
111	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-77-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	NEW BILIBID PRISON
112	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-68-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	CORRECTIONAL INSTITUTION FOR WOMEN
113	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-62-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	IWAHIG PRISON AND PENAL FARM
114	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-63-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	IWAHIG PRISON AND PENAL FARM
115	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-64-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	IWAHIG PRISON AND PENAL FARM
116	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-66-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	IWAHIG PRISON AND PENAL FARM
117	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-59-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	DAVAO PRISON AND PENAL FARM
118	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-60-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	DAVAO PRISON AND PENAL FARM
119	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-86-2005	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	LEYTE REGIONAL PRISON
120	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-89-2005	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	LEYTE REGIONAL PRISON
121	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-91-2005	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	LEYTE REGIONAL PRISON
122	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-95-2005	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	LEYTE REGIONAL PRISON



123	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-53-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	SABLAYAN PRISON AND PENAL FARM
124	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-54-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	SABLAYAN PRISON AND PENAL FARM
125	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-55-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	SABLAYAN PRISON AND PENAL FARM
126	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-56-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	SABLAYAN PRISON AND PENAL FARM
127	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-57-2018	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	SAN RAMON PRISON AND PENAL FARM
128	ADMINISTRATIVE AIDE IV (CLERK II)	BCORB-ADA4-119-2005	4	14,993.00	Completion of two years studies in college	None required	None Required	Career Service (Subprofessional) First Level Eligibility	N/A	SAN RAMON PRISON AND PENAL FARM

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 15, 2023.

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](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (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:

\_\_\_\_\_  
 MARY JANE N. JULIO  
 \_\_\_\_\_  
 Chief, Human Resource Division  
 \_\_\_\_\_  
 NBP Reservation, Poblacion, Muntinlupa City  
 \_\_\_\_\_  
[bucorrecruitment@gmail.com](mailto:bucorrecruitment@gmail.com)  
 \_\_\_\_\_

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.