


Republic of the Philippines  
BASES CONVERSION AND DEVELOPMENT AUTHORITY  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of BCDA in the CSC website:

  
VIVENCIO B. DIZON, BCDA President and CEO  
Date: 24-Jan-18

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Internal Auditor IV	017	22	49,584	Bachelor's Degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant work experience, preferably in management or operational audit	RA 1080 (CPA)		Office of the Internal Auditor (Operations Audit Division)
2	Corporate Planning Officer V (Planning Officer V)	040	24	60,270	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years in position/s involving management and supervision, with exposure to strategic planning, management controls, project management, monitoring and evaluation, or policy studies/analysis	Career Service Professional (Second Level eligibility)		Corporate Planning Office
3	Project Management Officer V (Development Management Officer V)*	051	24	60,270	Bachelor's Degree in Civil Engineering	40 hours of supervisory / management learning and development intervention undertaken within the last 5 years	4 years of supervisory/management experience in construction / infrastructure projects	RA 1080 (Civil Engineer)		Project Management Office (Clark Green City)
4	Business Development Officer V (Development Management Officer V)	061, 062	24	60,270	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	4 years in position involving management and supervision, with exposure in financial modelling and real estate management	Career Service Professional (Second Level eligibility)		Business Development Department
5	Marketing and Promotions Officer IV (Market Specialist IV)	072	22	49,584	Bachelor's Degree in communication, marketing, sales, public relations, public administration, business management, graphics design, media production, advertising, fine arts, economics, social sciences, behavioural sciences or other related courses	16 hours of training in business management, marketing and investment, market sounding, digital marketing, or strategic brand management	3 years of work experience in business management, marketing and investment	Career Service Professional (Second Level eligibility)		Investment Promotion and Marketing Department

6	<b>Finance Officer III (Finance Analyst III)</b>	098	18	28,709	Bachelor's degree in Accountancy, Business Administration, Financial Management, or any finance-related course	8 hours of training in financial reporting standards, financial and project management, capital budgeting, database management, financial analysis of FS, tax matters, or project monitoring	2 years of work experience in handling financial statements, financial and project management, capital budgeting, database management, financial analysis of FS, tax matters, or project monitoring	Career Service Professional (Second Level eligibility)		Accounting Department
7	<b>Finance Officer II (Financial Analyst II)</b>	102	15	21,633	Bachelor's degree in Accountancy, Business Administration, Financial Management, or any finance-related course	4 hours of training in financial reporting standards, financial and project management, capital budgeting, database management, financial analysis of FS, tax matters, or project monitoring	1 year of work experience in handling financial statements and other related financial reports for management and government regulatory bodies in accordance with financial reporting standards	Career Service Professional (Second Level eligibility)		Accounting Department

*\* The Position involves the practice of profession*

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 2 February 2018.

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](http://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:

  
**VIVENCIO B. DIZON**

BCDA President and CEO

BCDA Corporate Center, 31st Street corner 2nd Avenue, Bonifacio  
Global City, Taguig City

[odmd\\_recruitment@bcda.gov.ph](mailto:odmd_recruitment@bcda.gov.ph)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**