

Republic of the Philippines  
**BUREAU OF JAIL MANAGEMENT AND PENOLOGY**  
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant position, which is authorized to be filled, at the BUREAU OF JAIL MANAGEMENT AND PENOLOGY in the CSC website:

  
Mr. Willichard O. Ballo  
HRMO

Date: January 13, 2022

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	Intelligence Officer III	BJMPB-INTEL03- 1-1998	18	Php 45,203	Bachelor's Degree relevant to the Job	Eight (8) Hours of Relevant Training	Two (2) Years of Relevant Experience	Career Service Professional/ (Second Level Eligibility)	N/A	BJMP-NHQ
2	Administrative Officer III	BJMPB-ADOF3-8- 2005	14	Php 32,321	Bachelor's Degree relevant to the Job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service Professional/ (Second Level Eligibility)	N/A	BJMP-NHQ
3	Administrative Assistant III	BJMPB-ADAS3-4- 2005	9	Php 20,340	Completion of Two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	CS Sub Professional/ (First Level Eligibility)	N/A	BJMP-NHQ
4	Administrative Aide VI	BJMPB-ADA6-11- 2005	6	Php 16,877	Completion of two (2) years studies in college	None required	None Required	CS Sub Professional/ (First Level Eligibility)	N/A	BJMP-NHQ
5	Administrative Aide VI	BJMPB-ADA6-10- 2005	6	Php 16,877	Completion of two (2) years studies in college	None required	None Required	CS Sub Professional/ (First Level Eligibility)	N/A	BJMP-NHQ

6	Administrative Aide IV	BJMPB-ADA4-11-2005	4	Php 14,993	Completion of two (2) years studies in college	None required	None Required	CS Sub Professional/ (First Level Eligibility)	N/A	BJMP-NHQ
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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 26, 2022.

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 last rating period (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:

**JSSUPT MI-ET G BATAC**  
Director for Personnel and Records Management  
144 Mindanao Avenue Project 8 Quezon City  
[personnel@bjmp.gov.ph](mailto:personnel@bjmp.gov.ph)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.