

Republic of the Philippines  
**Bureau of Broadcast Services**  
Request for Publication of Vacant Positions

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 Broadcast Services in the CSC website:

BENJAMIN REUEL R. ORTIGUERO, JR.  
**Acting Chief, Administrative Division**

Date: October 9, 2023

| No. | Position Title<br>(Parenthetical Title,<br>if applicable) | Plantilla Item No. | Salary/<br>Job/<br>Pay<br>Grade | Monthly<br>Salary | Qualification Standards                  |                                    |                                     |  |   | Place of Assignment        |
|-----|---|--------------------|---------------------------------|-------------------|--|------------------------------------|-------------------------------------|--|---|----------------------------|
|     |   |                    |                                 |                   | Education                                | Training                           | Experience                          | Eligibility  | Competency (if<br>applicable)   |                            |
| 1   | Administrative Officer IV<br>(Budget Officer II)          | BBSB-ADOF4-7-2005  | 15                              | 36,619.00         | Bachelor's degree<br>relevant to the job | 4 hours of<br>relevant<br>training | 1 year of<br>relevant<br>experience | Career Service<br>(Professional)/<br>Second Level<br>Eligibility | Intermediate level of<br>competencies on the ff:<br>Budgeting Rules and<br>Regulations and Budget<br>Control, Monitoring and<br>Reporting. Basic<br>competencies on the ff:<br>Communication, Risk<br>Management, Problem<br>Solving and Decision Making. | Finance Division<br>RO NCR |

|   |   |                   |    |           |  |                                    |                                     |  |   |                            |
|---|---|-------------------|----|-----------|--|------------------------------------|-------------------------------------|--|---|----------------------------|
| 2 | Administrative Officer IV<br>(Financial Analyst II) | BBSB-ADOF4-8-2005 | 15 | 36,619.00 | Bachelor's degree<br>relevant to the job | 4 hours of<br>relevant<br>training | 1 year of<br>relevant<br>experience | Career Service<br>(Professional)/<br>Second Level<br>Eligibility | Intermediate level of<br>competencies on the ff:<br>Leadership/Supervisory,<br>People Management,<br>Accounting Rules and<br>Regulations, Communication,<br>and Account Analysis.<br><br>Basic Level of<br>competencies on the ff:<br>Problem Solving and Decision<br>Making and Financial<br>Reporting and Analysis. | Finance Division<br>RO NCR |
| 3 | Administrative Officer IV                           | BBSB-ADOF4-9-2005 | 15 | 36,619.00 | Bachelor's degree<br>relevant to the job | 4 hours of<br>relevant<br>training | 1 year of<br>relevant<br>experience | Career Service<br>(Professional)/<br>Second Level<br>Eligibility | N/A   | DXLR - CAMIGUIN<br>RO X    |

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 **October 19, 2023**.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (if applicable) 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:

RIZAL GIOVANNI P. APORTADERA, JR.  
Director IV  
4/F PIA Media Center Bldg., Visayas Avenue,  
Quezon City 1128  
[pbs.personnel2022@gmail.com](mailto:pbs.personnel2022@gmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.