FOR : BINOC/MISD

FROM : THELMA DG. GUIRITAN
Acting Chief, Personnel Section

SUBJECT : ONLINE POSTING OF JOB VACANCIES ANNOUNCEMENT

DATE : 20 JANUARY 2020

ANNOUNCEMENT

The Bureau of Immigration (BI) announces its current hiring and promotion for vacant positions. Applicants are advised to proceed to careers.immigration.gov.ph for the Online Job Application and for the list of vacant positions and requirements.

Kindly be advised that submission of application is not later than 27 January 2020. Applicants must strictly limit their application to only one (1) desired vacant position. Further, applications with INCOMPLETE attachments of requirements WILL NOT BE ACCEPTED.

For more inquiries, kindly contact the BI Personnel Section at 465-2400 loc. 321 and 322.

SIGNED
THELMA DG. GUIRITAN
Acting Chief, Personnel Section
LIST OF VACANT POSITIONS

INTELLIGENCE DIVISION

Intelligence Officer II  SG-15 (11 items)
Bachelor's degree, 1 year of relevant experience, 4 hours of relevant training, Civil Service Professional

Translator II  SG-11 (1 item)
Bachelor's degree, Civil Service Professional

Intelligence Agent II  SG-10 (1 item)
Completion of 2 years studies in college, 2 years of relevant experience, 8 hours of relevant training, Civil Service Sub-professional

Intelligence Agent I  SG-8 (16 items)
Completion of 2 years studies in college, 1 years of relevant experience, 4 hours of relevant training, Civil Service Sub-professional

Admin. Aide VI  SG-6 (1 item)
Completion of 2 years studies in college, Civil Service Sub-professional

Admin. Aide IV  SG-4 (3 items)
Completion of 2 years studies in college, Civil Service Sub-professional

BOARD OF SPECIAL INQUIRY

Attorney III  SG-21 (1 item)
Bachelor of Laws, 1 years of relevant experience, 4 hours of relevant training, RA 1080

Immigration Officer II  SG-13 (1 item)
Bachelor's degree, Civil Service Professional

Admin. Aide VI (Clerk III)  SG-6 (1 item)
Completion of 2 years studies in college, Civil Service Sub-professional

Admin. Aide IV (Clerk II)  SG-4 (1 item)
Completion of 2 years studies in college, Civil Service Sub-professional

Admin. Aide III (Clerk I)  SG-3 (1 item)
Completion of 2 years studies in college, Civil Service Sub-professional

LEGAL DIVISION

Special Investigator II  SG-15 (1 item)
Bachelor's degree relevant to the job, 1 year of relevant experience, 4 hours of relevant training, Civil Service Professional

Special Investigator I  SG-11 (3 items)
Bachelor's degree, Civil Service Professional

Translator II  SG-11 (1 item)
Bachelor's degree, Civil Service Professional

Admin. Asst. I (Steno. Reporter I)  SG-7 (2 items)
Completion of 2 years studies in college, Civil Service Sub-professional

Admin. Aide VI (Steno. II)  SG-6 (1 item)
Completion of 2 years studies in college, Civil Service Sub-professional
Legal Aide  SG-5  (1 item)
Completion of 2 years studies in college, Civil Service Sub-professional

Admin. Aide IV (Clerk II)  SG-4  (3 items)
Completion of 2 years studies in college, Civil Service Sub-professional

MANAGEMENT & INFORMATION SYSTEMS DIVISION

Info. Systems Analyst II  SG-16  (1 item)
Bachelor's degree relevant to the job, 1 year of relevant experience, 4 hours of relevant training, Civil Service Professional

Administrative Aide IV (Clerk II)  SG-4  (1 item)
Completion of 2 years studies in college, Civil Service Sub-professional

FINANCIAL & MGT. DIVISION

Accountant III  SG-19  (1 item)
Bachelor's degree in Commerce/Accounting, 2 years of relevant experience, 8 hours of relevant training, RA 1080

Admin. Officer V (Budget Officer 3)  SG-18  (1 item)
Bachelor's degree, 2 years of relevant experience, 8 hours of relevant training, Civil Service Professional

Admin. Officer IV (Budget Officer 2)  SG-15  (1 item)
Bachelor's degree relevant to the job, 1 year of relevant experience, 4 hours of relevant training, Civil Service Professional

Accountant I  SG-12  (1 item)
Bachelor's degree in Commerce/Business Administration major in Accounting, RA 1080

Admin. Officer II (Budget Officer I)  SG-11  (1 item)
Bachelor's degree relevant to the job, Civil Service Professional

Admin. Assistant II (MAsst.)  SG-8  (1 item)
Completion of 2 years studies in college, 1 years of relevant experience, 4 hours of relevant training, Civil Service Sub-professional

Admin. Aide VI (Clerk III)  SG-6  (1 item)
Completion of 2 years studies in college, Civil Service Sub-professional

Admin. Aide IV (Clerk II)  SG-4  (2 items)
Completion of 2 years studies in college, Civil Service Sub-professional

Admin. Aide III (Clerk I)  SG-3  (1 item)
Completion of 2 years studies in college, Civil Service Sub-professional
ALIEN REGISTRATION DIVISION

Fingerprint Examiner II  
SG-9  
(7 items)  
Completion of 2 years studies in college, 1 years of relevant experience, 4 hours of relevant training, Civil Service Sub-professional

Fingerprint Examiner I  
SG-7  
(12 items)  
Completion of 2 years studies in college, Civil Service Sub-professional

Admin. Aide VI (Clerk III)  
SG-6  
(2 items)  
Completion of 2 years studies in college, Civil Service Sub-professional

Admin. Aide IV (Clerk II)  
SG-4  
(2 items)  
Completion of 2 years studies in college, Civil Service Sub-professional

Admin. Aide III (Clerk I)  
SG-3  
(7 items)  
Completion of 2 years studies in college, Civil Service Sub-professional

IMMIGRATION REGULATION DIVISION

Intelligence Officer I  
SG-11  
(2 items)  
Bachelor’s degree, Civil Service Professional

Immigration Assistant  
SG-8  
(11 items)  
Completion of 2 years studies in college, 1 years of relevant experience, 4 hours of relevant training, Civil Service Sub-professional

Admin. Aide VI (Clerk III)  
SG-6  
(7 items)  
Completion of 2 years studies in college, Civil Service Sub-professional

Admin. Aide IV (Clerk II)  
SG-4  
(16 items)  
Completion of 2 years studies in college, Civil Service Sub-professional

Admin. Aide III (Clerk I)  
SG-3  
(27 items)  
Completion of 2 years studies in college, Civil Service Sub-professional

PORT OPERATIONS DIVISION

Immigration Assistant  
SG-8  
(7 items)  
Completion of 2 years studies in college, 1 years of relevant experience, 4 hours of relevant training, Civil Service Sub-professional

REMINDER:

Applicants are advised to proceed to careers.immigration.gov.ph for the Online Job Application and for the necessary requirements.