



Request for Publication of Vacant Position

To: **DIR. MA. NATIVIDAD L. COSTIBOLO**

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Department of Agriculture - Regional Field Office No. VIII in the CSC website:


SUSANA V. GALAPON

Administrative Officer V / Chief, HRMS

Date: _____

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Job Description	Qualification Standards					Place of Assignment
						Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Engineer V (Agricultural Engineer)	OSEC-DAB- ENG5-10- 2019	24	P83,406.00	1) Acts as head of the Division; 2) Spearheads and supervises the planning, coordination, implementation and monitoring of all agricultural engineering programs, projects and activities of the Division; 3) Oversees the preparation of agricultural engineering designs and specifications based on PAES or any acceptable standards in coordination with other concerned agencies; 4) Spearheads coordination of field surveys, site inspections, construction monitoring, evaluation and validation of agricultural infrastructure projects; 5) Oversees the regional accreditation and registration, testing and evaluation, and issuance of corresponding permits to all agricultural machinery, equipment and facilities; 6) Coordinates and strengthens networking with other regional field offices, local government units, and other attached agencies in the preparation of engineering plans, design and specification and construction management of agricultural programs, projects and activities; 7) Performs administrative functions relative to the operations of the division and; 8) Performs other related functions.	Bachelor's degree relevant to the job	40 hours of supervisory/man agement learning and development intervention undertaken within the last 5 years	4 years in position/s involving management and supervision	RA 1080 (Agricultural Engineer)	Has supervisory and leadership skills; Knowledgeable in Philippine agricultural engineering standards	Regional Agricultural Engineering Division (RAED)

Interested and qualified applicants, including Persons with Disability (PWDs), members of IP communities and those from any Sexual Orientation and Gender Identities (SOGI) are encouraged to signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than _____.

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;
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 their application to:

SUSANA V. GALAPON
Administrative Officer V / Chief, HRMS
Department of Agriculture - Regional Field
Office No. VIII, Kanhuraw Hill, Tacloban
City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

NON-SPECIFICATION OF THE POSITION APPLIED FOR (i.e., position name and item no.) OR APPLICATIONS SPECIFYING "APPLYING FOR ANY POSITION COMMENSURATE TO MY QUALIFICATIONS" SHALL AUTOMATICALLY BE DROPPED OUT.

MULTIPLE APPLICATIONS BY A SINGLE APPLICANT SHALL NOT BE TOLERATED. THE FILING DURING THE PENDENCY OF ANOTHER APPLICATION FOR A POSITION UNDER A NEW POSTING IS ALSO DEEMED A MULTIPLE APPLICATION, UNLESS THE APPLICANT RECALLS OR TERMINATES IN WRITING HIS/HER PRIORLY FILED APPLICATION.