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Republic of the Philippines
DEPARTMENT OF AGRICULTURE - REGIONAL FIELD OFFICE NO. VIII
Request for Publication of Vacant Positions

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

This is to request the publication of the following vacant positions of the Department of Agriculture - Regional Field Office No. VIII in the CSC website:

ATTY. CIRIACANO G. SANTIAGO, CESO III
Regional Executive Director

Date:

No.	Position Title	Plantilla Item No.	Job Description	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
						Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Chief Science Research Specialist	OSEC-DAB-CSR-20-2014	1) Orchestrates the overall management of all agricultural Research, Development and Extension (RDE) projects/ activities of the department in the region; 2) Provides leadership in coordinating with other RDE institutions in the region on RDE agenda, planning, implementation, monitoring and evaluation; 3) Coordinates and links with the national and international research bodies for the conduct and sharing of R&D/E Programs; 4) Supervises and monitors the maintenance and development of the DA-RFO 8 stations/facilities; 5) Coordinates with the other operating units of the office in the implementation of various activities in support of DA Programs; and 6) Performs other related functions as may be required by the supervisor/management.	24	P 73,299.00	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	Four(4) years of supervisory/management experience	Career Service Professional / Second Level Eligibility	shall have a stock of knowledge on research management so he/she can lead the division by example and through coaching and mentoring towards generating appropriate researches and technologies for application/adoption by the farmer-clientele	Research Division
2	Supervising Agriculturist	OSEC-DAB-SVAG-29-1998	1) Acts as Assistant Chief of the Division; 2) Acts for and in behalf of the division chief in the latter's absence or incapacity; 3) Assists in the preparation of program plans, taking into consideration the thrusts, priorities/programs of the Department; 4) Undertakes initial review of reports, technical papers, and all other documents submitted by staff; 5) Acts as coordinator in the implementation/execution of the projects and activities of the Division; 6) Assists the Chief Agriculturist in the preparation and submission of accomplishment reports, performance ratings, etc.; and 7) Performs other related functions as may be required by the supervisor/management	22	P 58,717.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	16 hours of relevant training	Three (3) years of relevant experience	Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian)	Computer Literate	Field Operations Division

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3	Accountant III	OSEC-DAB-A3-12-1998	1) Provides technical supervision over accounting activities; 2) Advises, guides and assists the Administrative and Finance Division Chief in finding solutions to accounting problems, and in planning, directing and coordinating the functions of the Accounting Section; 3) Studies and recommends ways of improving the accounting service of the office; 4) Analyzes and interprets the financial statements of the agency; 5) Coordinates with the Budget Section in verifying the propriety of financial transactions; and 6) Performs other related functions as may be required by the supervisor/management	19	P 42,099.00	Bachelor's Degree in Commerce/Business Administration major in Accounting / BS Accountancy	8 hours of relevant training	2 years relevant experience	RA 1080-Certified Public Accountant		Administrative and Finance Division (Accounting Section)
4	Senior Agriculturist	OSEC-DAB-SRAG-33-2014	1) Acts as team leader in projects assigned to the Division; 2) Prepares position papers/technical documents; 3) Conducts field surveys, orders inspection in projects; 4) Undertakes required inspection; 5) Organizes and analyzes statistical data; 6) Prepares necessary reports and recommendations to the Chief Agriculturist and/or to the management to aid in making decisions; and 7) Performs other related functions as may be required by the supervisor/management.	18	P 38,085.00	Bachelor's Degree in Agriculture by other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Eight (8) hours of relevant training	Two (2) years of relevant experience preferably in animal and plant pest and disease monitoring and surveillance	Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian)	Computer Literate	Field Operations Division
5	Senior Agriculturist	OSEC-DAB-SRAG-49D-1998	1) Acts as team leader in projects assigned to the Division; 2) Prepares position papers/technical documents; 3) Conducts field surveys, orders inspection in projects; 4) Undertakes required inspection; 5) Organizes and analyzes statistical data; 6) Prepares necessary reports and recommendations to the Chief Agriculturist and/or to the management to aid in making decisions; and 7) Performs other related functions as may be required by the supervisor/management.	18	P 38,085.00	Bachelor's Degree in Agriculture by other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Eight (8) hours of relevant training	Two (2) years of relevant experience preferably in animal and plant pest and disease monitoring and surveillance	Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian)	Computer Literate; Preferably expert in coordinative functions in dealing with clients and industry stakeholders	Regulatory Division
6	Administrative Officer V	OSEC-DAB-ADOF5-69-2004	1) Acts as Chief of the Human Resource Management Section; 2) Supervises the implementation of personnel programs, policies and procedures; 3) Advises the head of office and operating units on personnel administration; 4) Coordinates activities of personnel with guidelines and standards in personnel management, promoting employees' career development, health, recreation and welfare services, incentive awards system, and performance efficiency; 5) Implements government's policy on personnel administration; 6) Assists and advises the Civil Service Commission on personnel matters including contested appointments; 7) Supervises staff engaged in a variety of personnel tasks; 8) Reviews actions on all personnel matters; 9) Coordinates responsibilities for personnel management within the agency; 10) Formulates personnel policies; and 11) Does related work as may be directed by the supervisor/management.	18	P 38,085.00	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		Administrative and Finance Division (Human Resource Management Section)

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7	Administrative Officer V	OSEC-DAB-ADOF5-67-2004	1) Supervises all technical and clerical force engaged in general services activities in the Department; 2) Supervises the maintenance of buildings, offices and facilities within the Department; 3) Supervises the proper maintenance and upkeep of motor vehicles of the Department; 4) Directs and supervises the work of staff engaged in various supply activities such as inspection, delivery, storekeeping, buying and property control; 5) Takes charge of the requisitioning, issuing and recording of supplies and equipment for the operating units; 6) Makes recommendations in determining the kind and quality of supplies, equipment and materials needed; availability of stocks; and the level of necessity for such materials; 7) Supervises the canvassing of prices and purchases to a limited extent; and 8) Does other related works.	18	P 38,085.00	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		Administrative and Finance Division (General Services Section)
8	Science Research Specialist II	OSEC-DAB-SRAS214B-2014	1) Assists the Senior Science Research Specialist in the preparation of technical papers/documents required in the planning and implementation of R and D/E programs; 2) Conducts, monitors and evaluates R and D/E programs; 3) Prepares technical papers/documents required in planning R and D/E programs; 4) Initiates the preparation of popular forms showing results of promising R and D/E programs; and 5) Performs other related functions as may be required by the immediate supervisor and/or by the management.	16	P 31,765.00	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility		Research Division (San Jorge Experiment Station)
9	Agriculturist II	OSEC-DAB-AG2-132-1998	1) Assists the Senior Agriculturist in the preparation of technical papers/documents required by the supervisor/management; 2) Acts as team member in the conduct of field surveys and inspection orders in specific areas of concern; 3) Assists the Senior Agriculturist in the organization of statistical data and in the submission of necessary reports/recommendations; and 4) Performs other related work as may be directed by the supervisor/management.	15	P 29,010.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training	One (1) year of relevant experience	Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian)	Computer Literate	Field Operations Division
10	Agriculturist II	OSEC-DAB-AG2-80-1998								Computer Literate	Field Operations Division
11	Agriculturist II	OSEC-DAB-AG2-93-1998								Computer Literate	Field Operations Division

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12	Agriculturist II	OSEC-DAB-AG2-136-1998	1) Assists the Senior Agriculturist in the preparation of technical papers/documents required by the supervisor/management; 2) Acts as team member in the conduct of field surveys and inspection orders in specific areas of concern; 3) Assists the Senior Agriculturist in the organization of statistical data and in the submission of necessary reports/recommendations; and 4) Performs other related work as may be directed by the supervisor/management.	15	P 29,010.00	Bachelor's Degree in Agriculture (preferably major in crop science) or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training preferably on Good Agricultural Practices (GAP) implementation	One (1) year of relevant experience preferably on Good Agricultural Practices (GAP) implementation	Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian)	Computer Literate	Regulatory Division
13	Agriculturist II	OSEC-DAB-AG2-64-2014	1) Assists the Senior Agriculturist in the preparation of technical papers/documents required by the supervisor/management; 2) Acts as team member in the conduct of field surveys and inspection orders in specific areas of concern; 3) Assists the Senior Agriculturist in the organization of statistical data and in the submission of necessary reports/recommendations; and 4) Performs other related work as may be directed by the supervisor/management.	15	P 29,010.00	Bachelor's Degree in Agriculture (preferably major in animal science) or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	Four (4) hours of relevant training preferably on Good Animal Husbandry Practices (GAHP) implementation	One (1) year of relevant experience preferably on Good Animal Husbandry Practices (GAHP) implementation	Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian)	Computer Literate	Regulatory Division
14	Administrative Officer III	OSEC-DAB-ADOF3-70-2004	1) Supervises, accounts for and is responsible for the receipt, custody and disbursement of funds; 2) Receives all collections from collecting officers; 3) May sign, endorse and approve the cashing out and acceptance of commercial checks, treasury, warrant, and money orders; 4) Distributes to disbursing officers funds or cash advances for the payment of salaries and other expenses; 5) Reviews all correspondence and reports of collections and disbursement; and 6) does related tasks.	14	P 26,494.00	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		Administrative and Finance Division (GSS - Cashier Unit)

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15	Administrative Officer II	OSEC-DAB-ADOF2-48-2004	1) Assists in supervising and coordinating the activities of the Budget Section; 2) Participates in the preparation of annual budget estimates in accordance with the existing laws, policies and circulars; 3) Assists in the control, distribution and allocation of funds; 4) Performs financial, accounting, and administrative functions, such as processing of vouchers, requisitions for supplies and materials and equipment; 5) Acts on paper concerning fiscal matters emanating from other bureaus and offices under the department of Agriculture; 6) Does related work assigned from time to time by the supervisor.	11	P 20,179.00	Bachelor's Degree relevant to the job	None Required	None	Career Service Professional / Second Level Eligibility	Computer Literate	Administrative and Finance Division (Budget Section)
16	Science Research Technician I	OSEC-DAB-SRT1-41-2014	1) Assists in the preparation of technical papers/documents required in planning and implementation of R and D/E programs; 2) Assists in the conduct, monitoring and evaluation of ongoing/completed R and D/E programs; and 3) Performs other related work as may be directed by the supervisor.	9	P 17,473.00	Completion of two (2) years studies in College	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	Computer Literate (particularly excel, word and powerpoint)	Research Division (Abuyog Experiment Station)
17	Laboratory Technician II	OSEC-DAB-LABT2-32-1998	1) Keeps equipment operating by following operating instructions; 2) Troubleshoots breakdowns; 3) Maintains supplies; 4) Performs preventive maintenance; 5) Calls for repairs; 6) Documents information by maintaining daily logs and equipment record books; 7) Resolves problems by examining and evaluating data, and selecting corrective steps; 8) Completes projects by assisting project team; and 5) Performs other work as may be directed by the supervisor.	8	P16, 282.00	Completion of two (2) years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) / Laboratory Technician (MC 10, s. 2013 - Category II / First Level Eligibility		Integrated Laboratories Division (Regional Animal Diseases Diagnostic Laboratory)
18	Administrative Assistant II	OSEC-DAB-ADAS2-82-2004	1) Maintains efficient office recording system; 2) Prepares initial drafts of correspondence. documents and reports; 3) Assists in the conduct of meetings; 4) Oversees efficient management of office supplies; 5) Serves as liaison officer; 6) Assists in the printing and distribution of IEC materials; 7) Assists in compiling and updating the statistical data for printed materials distribution; 8) Prepares graphs, charts and visual aids for effective distribution; 9) Checks incoming and outgoing receipts and communications; 10) Takes charge in the CSF preparation, filing and retrieval; 11) Does other related work as may be directed by the immediate supervisor.	8	P16, 282.00	Completion of two years studies in college or High School Graduate with relevant vocational / trade course	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) / First Level Eligibility		Administrative and Finance Division (Information and Public Affairs Section)

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19	Project Evaluation Assistant	OSEC-DAB-PEA-39-2014	1) Assists in the conduct of program level monitoring and evaluation activities; 2) Assists in the preparation of monthly, quarterly, and annual accomplishment reports of the DA-RFO 8; 3) Assists in organizing and facilitating periodic program implementation assessment and planning sessions; 4) Records all incoming and outgoing reports/documents; 5) Maintains database of reports per program; and 5) Does other related work as may be directed by the supervisor.	8	P16, 282.00	Completion of two years studies in college	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Sub-professional) / First Level Eligibility	with strong verbal and written communication skills, and computer literate (particularly excel, word and powerpoint)	Planning, Monitoring, and Evaluation Division

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 Sept 24, 2016.

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 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 their application to:

ATTY. CIPRIANO G. SANTIAGO, CESO III
Regional Executive Director
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.