

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
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 DEPARTMENT OF AGRICULTURE in the CSC website:

ANGEL C. ENRIQUEZ, CESO III
Regional Executive Director

Date: February 10, 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	Administrative Officer V (Logistics Management Officer III)	OSEC-DAB- ADOF5-67- 2004	18	45203	Bachelor's Degree /B	Eighth (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	Preferably computer literate (word, excel, powerpoint)	Admin. & Finance Division (General Services Section)
2	Administrative Officer V (Human Resource Management Officer III)	OSEC-DAB- ADOF5-69- 2004	18	45203	Bachelor's Degree /B	Eight (8) hours of relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility	Preferably with updated knowledge on human resource management policies; and with relevant experience on the implementation of programs relative to recruitment, selection and placement of personnel, learning and development, rewards and recognition, and performance management	Administrative & Finance Division (Human Resource Management Section)
3	Administrative Officer IV (Human Resource Management Officer II)	OSEC-DAB- ADOF4-60- 2004	15	35097	Bachelor's Degree /B	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility	Preferably computer literate (word, excel, powerpoint)	Administrative & Finance Division (Human Resource Management Section)

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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 February 21, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period (if applicable);
3. Authenticated copy of certificate of eligibility/rating/license; and
4. Authenticated copy of Transcript of Records.
5. Certified photocopy of certificates of training and other learning and development activities attended; and
6. Proof of Employment such as Service Record/ Certificate of Employment.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

RAQUEL G. NEGRADAS

 Administrative Officer IV / OIC- Chief, HRMS

 Department of Agriculture- Regional Field Office
 No. VIII, Kanhuraw Hill, Tacloban city

darfo8_personnel@yahoo.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.