

Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Request for Publication of Vacant Positions

Electronic copy to be submitted to the CSC FO must be in MS Excel format

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filed, at the DEPARTMENT OF AGRICULTURE in the CSC website:

ANGEL C. ENRIQUEZ, CESO III  
Regional Executive Director  
Date: February 14, 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 II (Budget Officer I)	OSEC-DAB- ADOF2-49- 2004	11	25439	Bachelor's Degree relevant to the job	None required	None required	None required	Career Service (Professional) Second Level Eligibility	Preferably computer literate (word, excel, powerpoint)	Administrative & Finance Division (Budget Section)
2	Administrative Officer II (Human Resource Management Officer I)	OSEC-DAB- ADOF2-20- 2014	11	25439	Bachelor's Degree	None required	None required	None required	Career Service (Professional) Second Level Eligibility	Preferably computer literate (word, excel, powerpoint)	Administrative & Finance Division (Regional Agriculture and Fisheries Section)
3	Information Officer I	OSEC-DAB- INFO1-12-1998	11	25439	Bachelor's Degree	None required	None required	None required	Career Service (Subprofessional) Data Encoder (MC 11, s.96-CAT 1) First Level Eligibility	Preferably computer literate (word, excel, powerpoint)	Planning, Monitoring and Evaluation Division (PMED)
4	Administrative Assistant III (Computer Operator II)	OSEC-DAB- ADAS3-77- 2004	9	20402	Completion of two years studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	1 year of relevant experience	Career Service (Subprofessional) Data Encoder (MC 11, s.96-CAT 1) First Level Eligibility	Preferably computer literate (word, excel, powerpoint)	Administrative & Finance Division (Regional Agriculture and Fisheries Section)
5	Administrative Assistant II (Publication Circulation Assistant)	OSEC-DAB- ADAS2-82- 2004	8	18998	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	Preferably computer literate (word, excel, powerpoint)	Administrative & Finance Division (Regional Agriculture and Fisheries Section)

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6	Administrative Aide VI (Disbursing Officer I)	OSEC-DAB- ADA6-158- 2004	6	16877	Completion of two years studies in college	None required	None required	Career Service ( Subprofessional) First Level Eligibility	Preferably computer literate (word, excel, powerpoint)	Administrative & Finance Division (Cashier Unit)

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 25, 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](http://www.csc.gov.ph);
2. Performance rating in the last rating period (if applicable);
3. Authenticated copy of certificate of eligibility/training/license (if applicable);
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  
[darf08\\_personnel@yahoo.com](mailto:darf08_personnel@yahoo.com)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**