

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
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 AGRARIAN REFORM in the CSC website:

Date: April 3, 2024

Nenita S. Ortega
NENITA S. ORTEGA
AOV/HRMO III

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 III (Cashier II)	ADOF3-96-2004	14	33,843.00	Bachelor's Degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional/ Second Level Eligibility)	N/A	REGIONAL OFFICE VIII - Support to Operations Division
2	Administrative Officer IV	ADOF4-77-2004	15	36,619.00	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional/ Second Level Eligibility)	N/A	WESTERN SAMAR - Administrative and Finance Division

The applicants should specify the plantilla item number of the position that he/she is applying for and should submit one set of application with specified item number. Non-compliance and incomplete documents shall not be entertained. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the Application Letter with tabbing of requirements and send to the address below not later than April 13, 2024.

- 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;
 - Performance rating in the last rating period (if applicable);
 - Photocopy of certificate of eligibility/rating/license;
 - Photocopy of Transcript of Records;
 - Photocopy of Diploma;
 - Photocopy of Training Certificates (if applicable); and
 - Photocopy of Certificates of Awards/Recognition (if applicable)
- The Office highly encourages all interested and qualified applicants and promotes equal employment opportunity to all men and women at all levels of position without discrimination regardless of age, gender, civil status, person with disability (PWD), religion, ethnicity, political affiliation to include members of the indigenous communities and those with diverse sexual orientation, gender identity and expression (SOGIE).

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

NENITA S. ORTEGA
AOV/HRMO III
DAR Regional Office VIII, Tacloban City
darro08personnelapplications@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED. SUBMIT ONE APPLICATION SET FOR EVERY POSITION APPLIED FOR.

RELEASED

DEPARTMENT OF AGRARIAN REFORM

REGIONAL OFFICE NO. VIII

DATE: April 3, 2024

TIME: 11:30 am

NAME/SIG.: *Nenita S. Ortega*