



Request for Publication of Vacant Positions

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	Chief Agriculturist	OSEC-DAB- CAGR-17- 2014	24	P 83,406.00	1) Overall incharge of planning, implementation, monitoring and evaluation of all regulatory program/projects/activities of the office; 2) Responsible for the day-to-day operation of the regulatory division and supervise the execution and accomplishment of the division's performance targets; 3) Spearhead the preparation, review and submission of work and financial plans, technical reports and such other required reports in coordination and complementation with other agencies and operating units of the office; 4) Provide the necessary technical assistance and regularly update management on the regulatory functions of the office; and 5) Perform other related functions as may be required by the immediate supervisor or the management.	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	4 years of supervisory/management experience	Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian)	Preferably with expertise and knowledge on agriculture-related regulatory operations	Regulatory Division
2	Agricultural Center Chief III	OSEC-DAB- ACC3-45- 2014	22	P 65,319.00	1) Act as the the overall incharge in the day to day operations of the research station; 2) Spearhead the preparation of station plans and supervise its implementation, monitoring and evaluation in coordination with the Research Division; 3) Provide support, technical assistance and coordinate with other operating units of the department in the accomplishment of targets; 4) Initiate preparation and review prepared reports, technical papers, and documents submitted by the staff in the station; 5) Respond to the technological needs of the R and D/E partners, other institutions and clientele in the assigned area of coverage; 6) Perform other related functions and as maybe assigned b supervisors.	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Agriculture Board Passer; Career Service (Professional); Appropriate Eligibility for Second Level Position		Research Division (Babatngon Experiment Station)

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3	Agricultural Center Chief II	OSEC-DAB-ACC2-53-2014	20	P 51,155.00	1) Oversees and coordinates the overall planning, implementation, monitoring and evaluation of all programs, projects, interventions and activities in their area of coverage; 2) Coordinates closely with Local Government Units for agricultural development programs and projects in their respective congressional districts, provinces and municipalities; 3) Provides technical assistance in the promotion/dissemination of DA programs/projects, as necessary, in their respective areas of assignment; and 4) Performs other related functions as directed by Supervisors.	Bachelor's degree relevant to the job	8 hours of relevant training	2 years relevant experience	Agriculture Board Passer; Career Service (Professional); Appropriate Eligibility for Second Level Position	Preferably has knowledge on agriculture; computer literate with good verbal and written communication skills	Field Operations Division
4	Senior Science Research Specialist	OSEC-DAB-SRSRS-110-2014	19	P 45,269.00	1) Develop RDE programs and projects in his assigned area of discipline; 2) Initiate preparation of research proposals and review of approved research projects; 3) Conduct or supervise the implementation, monitoring and evaluation of approved researches; 4) Spearhead the preparation of R & D technical reports and the packaging of publishable and/or in its popular form; 5) Perform other related functions as may be required by the immediate supervisor and/or by the management.	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional); Appropriate Eligibility for Second Level Position		Research Division
5	Senior Science Research Specialist	OSEC-DAB-SRSRS-118-2014	19	P 45,269.00	1) Develop RDE programs and projects in his assigned area of discipline; 2) Initiate preparation of research proposals and review of approved research projects; 3) Conduct or supervise the implementation, monitoring and evaluation of approved researches; 4) Spearhead the preparation of R & D technical reports and the packaging of publishable and/or in its popular form; 5) Perform other related functions as may be required by the immediate supervisor and/or by the management.	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional); Appropriate Eligibility for Second Level Position		Research Division (San Jorge Experiment Station)
6	Senior Science Research Specialist	OSEC-DAB-SRSRS-121-2014	19	P 45,269.00	1) Develop RDE programs and projects in his assigned area of discipline; 2) Initiate preparation of research proposals and review of approved research projects; 3) Conduct or supervise the implementation, monitoring and evaluation of approved researches; 4) Spearhead the preparation of R & D technical reports and the packaging of publishable and/or in its popular form; 5) Perform other related functions as may be required by the immediate supervisor and/or by the management.	Bachelor's Degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional); Appropriate Eligibility for Second Level Position		Research Division (Babatngon Experiment Station)

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7	Senior Agriciculturist	OSEC-DAB- SRAG-492- 1998	18	P 40,637.00	1) Acts as team leader in the provision of industry support services to LGUs, farmers/organized groups and enterprises; 2) Initiates activities that will enhance entrepreneurial capabilities/skills of farmers, fishers and other stakeholders in various agribusiness ventures; and 3) Supervises provision of support to agribusiness infrastructure projects (FTs, APTC, RPCs, OTP)	Bachelor's Degree in Agriculture or allied courses such as Agricultural Engineering and Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080 (Agriciculturist/Agricultural Engineer/Veterinarian)	Preferably has expertise and knowledge on the latest agribusiness environment, processes and opportunities towards the execution of agribusiness programs and strategies and advocating market-driven approach to agribusiness investment	Agribusiness & Marketing Assistance Division
8	Science Research Specialist II	OSEC-DAB- SRAS2-149- 2014	16	P 33,584.00	1) Formulate research proposals on crop protection and conducts researches to generate new knowledge and findings or validate existing knowledge whenever necessary; 2) Conduct field assessment and validation on any reported pest outbreak and recommends appropriate pest management actions to mitigate pests; 3) Conduct/facilitate crop protection related trainings, refresher courses and consultative meetings to farmers, agricultural extension workers (AEWs) and other stakeholders; and 4) Performs other functions and responsibilities as may be directed by immediate supervisors.	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080; Career Service (Professional)	Preferably has knowledge on pathological entomological examinations and pest diagnosis on infested / infested plants or plant samples;	Integrated Laboratory Division (RCPC)
9	Farm Superintendent II	OSEC-DAB- FAS2-39- 2014	15	P 30,531.00	1) Initiate the development of the farm management plan of the station; 2) Spearhead the planning and formulation of work programs and estimates for all on-campus activities of the station; 3) Oversee the implementation of the yearly farm management plan and budget of the station and prepare/submit required accomplishment reports; 4) Provide technical assistance and; 5) Perform other related functions as may be required by the immediate supervisor and/or by the management.	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Appropriate Eligibility for Second Level Position		Research Division (Abuyog Experiment Station)
10	Administrative Officer III	OSEC-DAB- ADOF3-72- 2004	14	P 27,755.00	1) Coordinates, directs and supervises subordinates in implementing the functions and activities of the records unit; 2) Assumes full responsibility for custody and safekeeping of official records and documents for the office, and authorizes their issuance; 3) Prepares annual report of the unit; 4) Establishes and maintains an active continuing records system; 5) Decides on the preservation or disposition of records; 6) Authenticates copies of documents, and does related works.	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional); Appropriate Eligibility for Second Level Position		Administrative & Finance Division

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11	Farm Supervisor	OSEC-DAB- FASU-20- 2014	8	P 16,758.00	1) Assist the immediate supervisor in the planning and formulation of work programs and estimates for all on-station activities of the station; 2) Supervise the implementation of the approved farm activities of the station; 3) Provide technical assistance as maybe required; 4) prepare and submit reports as directed; 5) Perform other related functions as may be required by the immediate supervisor.	Completion of two years studies in College	4 hours of relevant training	1 year relevant experience	Career Service (Subprofessional); Appropriate Eligibility for First Level Position		Research Division (San Miguel Experiment Station)

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/email their application to:

SUSANA V. GALAPON
Administrative Officer V / Chief, HRMS
 Department of Agriculture - Regional
 Field Office No. VIII, Kanhuraw Hill,
 Tacloban City
susana.galapon@da.gov.ph

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.