



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office No. VIII

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:

Angel C. Enriquez
ANGEL C. ENRIQUEZ, CESO III
Regional Executive Director
Date: 10-21-20

| 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 | Accountant III | OSEC-DAB- A3-12-1998 | 19 | P46,791.00 | 1) Provides technical supervision over accounting activities; 2) Recommends solutions to technical problems, and in planning, directing the functions of the section; 3) Makes on-the-spot inspections and reviews activities of the agency's accounting officers; 4) Studies and recommends ways of improving the accounting service; 5) Advises and guides the management in finding solutions to accounting problems which arise in the course of examination and verification; 6) Analyzes and interprets trial balance and other financial statements of the agencies; 7) Coordinates with the Budget Section; 8) Verifies the propriety of request for additional releases and/ or transfer of allotment; 9) Coordinates with the Auditing Office in finding solutions to the agency's common problems; 10) Plans, directs, coordinates and supervises accounting staff; and 11) does related work. | Bachelor's Degree in Commerce / Business Administration major in Accounting | 8 hours of relevant training | 2 years relevant experience | Relevant RA 1080 (Certified Public Accountant) | Must be computer literate | Admin. & Finance Division (Accounting Section) |
| 2 | Accountant I | OSEC-DAB- A1-40-1998 | 12 | P24,495.00 | 1) Assists the regional accountant in supervising and directing the activities of the accounting section, with a medium volume of transactions; 2) Checks journalization and postings to books of accounts; 3) Reviews and verifies accounting documents and correspondence for signature of the regional accountant; 4) Supervises and helps in the preparation of trial balance and other financial statements and reports, as required; 5) Signs, if authorized, accounting documents and correspondence for and/or in the absence of the regional accountant; 6) Does other related work as may be directed by the immediate supervisor. | Bachelor's Degree in Commerce / Business Administration major in Accounting | None required | None required | Relevant RA 1080 (Certified Public Accountant) | Must be computer literate | Admin. & Finance Division (Accounting Section) |

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| | | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 3 | Administrative Assistant II | OSEC-DAB- ADAS2-87- 2004 | 8 | P17,505.00 | 1) Supervises and dispatches drivers and other personnel of the motorpool; 2) Assigns vehicle for transport of personnel and/or delivery of materials; 3) Directs repair and servicing of vehicles; 4) Inspects and schedules maintenance work on vehicles; 5) Reviews and signs reports prepared by drivers; 6) Requisitions materials needed by motorpool; 7) Keeps record of destination, distance traveled, and fuel and oil consumed by vehicles/equipment; and 8) Does other related work as may be assigned by the immediate supervisor | Completion of two years studies in college | Four (4) hours of relevant training | One (1) year of relevant experience | Career Service (Subprofessional); Appropriate Eligibility for First Level Position | Must be computer literate | Admin. & Finance Division (GSS) |

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 **November 5, 2020**.

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. Certificates of training and other learning and development activities attended;
3. Performance rating in the **last rating period** (if applicable);
4. Certificate of eligibility/rating/license (if applicable);
5. Transcript of Records; and
6. Other supporting documents.

QUALIFIED APPLICANTS are advised to hand in or send through courier / e-mail their application to:

SUSANA V. GALAPON

Administrative Officer V / Chief, HRMS
 Department of Agriculture - Regional
 Field Office No. VIII, Kanhuraw Hill,
 Tacloban City
darfo8_personnel@yahoo.com

APPLICATIONS MUST SPECIFY THE POSITION/S BEING APPLIED FOR (i.e. Position Title and Item Number)

SUBMISSION OF AT MOST TWO (2) APPLICATIONS BY AN APPLICANT MAY BE ALLOWED. PROVIDED, THAT THE APPLICANT IDENTIFIES WHICH POSITION IS HIS/HER FIRST PRIORITY AND SUBMITS A COMPLETE SET OF APPLICATION DOCUMENTS REQUIRED FOR EACH OF THE PARTICULAR POSITION APPLIED FOR.

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To: DIR. MA. NATIVIDAD L. COSTIBOLO

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ANGEL C. ENRIQUEZ, CESO III
Regional Executive Director
Date: 10-21-20

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| 1 | Market Specialist III | OSEC-DAB-MKTS3-11-2014 | 18 | P42,159.00 | 1) Designs, creates and delivers marketing programs to support the growth and expansion of regional products and services; 2) Develops marketing presentations and provides reports based on information collected such as marketing trends, competitions of new products and pricing; 3) Coordinates and implements marketing plans with responsibilities that include public relations, special events management, advertising and creating product awareness; 4) Organizes the preparation of proposals and presentations using marketing resource materials such as brochures, data slides, photographs and reports; 5) Prepares status reports on marketing efforts; 6) Performs other related tasks as may be required by the immediate supervisor. | Bachelor's Degree | 8 hours of relevant training | 2 years of relevant experience | Career Service (Professional); Appropriate Eligibility for Second Level Position | •Can act as team leader in DA marketing-related events; •Preferably has background and experience on marketing, market-matching/linkages, market assessment, and price monitoring activities; •Computer literate; •Has knowledge on price monitoring analysis, demand and supply estimation and analysis; and data encoding and analysis | Agribusiness and Marketing Assistance Division (AMAD) |
| 2 | Agriculturist I | OSEC-DAB-AG1-28-2014 | 11 | P22,316.00 | 1) Provides technical assistance in the preparation and implementation of appropriate extension approaches and support services, and in establishing linkages with research-based messages and information on various farming systems enterprise; 2) Assists in the preparation and dissemination of appropriate extension technology, and 3) Performs other related work as may be required by the immediate supervisor. | Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine | None required | None required | Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian) | •Preferably has experience on price monitoring activities on different commodities; •Computer literate; •Has knowledge on price monitoring analysis, demand and supply estimation and analysis; and •data encoding and analysis | Agribusiness and Marketing Assistance Division (AMAD) |

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Angel C. Enriquez
ANGEL C. ENRIQUEZ, CESO III
Regional Executive Director

Date: 10-21-20

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| | | | | | | Education | Training | Experience | Eligibility | Competency (If applicable) | |
| 1 | Chemist IV | OSEC-DAB-CMT4-11-2014 | 22 | P66,867.00 | 1) Takes charge of the overall supervision of the soils laboratory and its personnel; 2) Prepares plans/programs for the laboratory; 3) Reviews reports and technical papers submitted by his/her staff; 4) Implements/executes the programs/projects of the laboratory; 5) Develops and establishes performance control and evaluation mechanism for regular reporting and monitoring for equitable evaluation of staff performance; 6) Performs other related functions as may be required by the supervisor or the management. | BS in Chemistry or an allied degree with at least sixty (60) units in professional Chemistry subjects/courses | 16 hours of relevant training | 3 years of relevant experience | RA 10657 (Chemistry Profession Act) | Preferably with exposure on International Organization for Standardization (ISO) operations; Must be computer literate | Integrated Laboratories Division (ILD) - Regional Soils Laboratory (RSL) |
| 2 | Senior Science Research Specialist | OSEC-DAB-SRSRS-120-2014 | 19 | P46,791.00 | 1) Develop research and development programs/projects for the laboratory and initiate preparation of research proposals; 2) Review research proposals and submit for possible funding; 3) Conduct and/or supervise the implementation, monitoring and evaluation of approved laboratory projects, especially on the development and production of biological control agents; 4) Spearhead the preparation of technical reports and the packaging of appropriate knowledge products; 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 | Preferably major in Crop Protection, Entomology or Pathology with knowledge on the latest approaches in R4D data analysis, technology innovation and Biological Control Agent (BCA) production; Must be computer literate | Integrated Laboratories Division (ILD) - Regional Crop Protection Center (RCPC) |

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| 3 | Veterinarian III | OSEC-DAB-VET3-37-2014 | 19 | P46,791.00 | 1) Assist the chief of the animal disease and diagnostic laboratory in its day to day operations; 2) Conducts/supervise the field collection of blood and fecal samples for laboratory examination; 3) Conducts Pathological services, Necropsy, rabies examination and blood analysis; 4) Conducts other veterinary-related activities, especially on disease diagnosis, preventions, control and treatment; 5) Prepares technical papers/documents; 6) Conducts regular monitoring and surveillance on reported animal diseases in the region and provide needed laboratory services to support livestock program disease prevention and control programs in the region; 7) Does other related work as may be assigned by supervisors. | Doctor of Veterinary Medicine | 8 hours of relevant training | 2 years of relevant experience | Relevant RA 1080 (Licensed Veterinarian) | At least associated in animal disease epidemiology; Must be computer literate | Integrated Laboratories Division (ILD) - Regional Animal Diseases Diagnostic Laboratory (RADDL) |
| 4 | Agriculturist II | OSEC-DAB-AG2-65-2014 | 15 | P32,053.00 | 1) Assists the Senior Agriculturist in the preparation of program plans and budget, and technical papers/documents; 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 and analysis of statistical data and in the preparation of necessary reports/recommendations; 4) Acts as team leader or resource person for a project assigned to the division; and 5) Performs other related work as may be directed by the supervisor/management. | Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine | 4 hours of relevant training | 1 year of relevant experience | Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian) | Preferably with exposure on soil sampling, analysis, and fertilizer recommendation; Must be computer literate | Integrated Laboratories Division (ILD) - Regional Soils Laboratory (RSL) |

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Alvin
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Regional Executive Director
Date: 10-21-20

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| | | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Project Evaluation Officer IV | OSEC-DAB-PEO4-47-2014 | 22 | P66,867.00 | 1) Assists the PMED Chief in the overall supervision/administration of the Division; 2) Plans, directs and supervises the activities of the section engaged in the identification, preparation, and evaluation of the project proposals related to agricultural development, as well as the review and updating of the DA-RFO 8's Public Investment Program; 3) Coordinates with other divisions and institutional partners to generate required in agricultural development planning and project monitoring and evaluation activities; 4) Supervises the preparation and finalization of the plan and budget proposals and accomplishment reports of the DA-RFO 8; 5) Formulates policies and guidelines for effective project development, monitoring, evaluation, documentation and reporting; and 6) Performs other duties as may be assigned by the supervisor/management. | Bachelor's degree relevant to the job | 16 hours of relevant training | 3 years of relevant experience | Career Service (Professional); Appropriate Eligibility for Second Level Position | Must be computer literate, preferably with at least 6 months actual experience in strategic planning and project monitoring and evaluation | Planning, Monitoring and Evaluation Division (PMED) |
| 2 | Planning Officer II | OSEC-DAB-PLO2-42-2014 | 15 | P32,053.00 | 1) Prepares long-range and short-range plan and programs in line with the agency's priorities; 2) Analyzes, interprets and integrates statistical data and reports; 3) Identifies problems encountered in the formulation and implementation of plans and projects; 4) Recommends corrective measures; 5) Analyzes and evaluates programs of activities and accomplishments; 6) Prepares and submits reports and statistics reflecting the programs of activities being undertaken; 7) Undertakes field inspection to gather information and data necessary in the preparation of plans and programs; 8) Performs other duties as may be assigned by the supervisor from time to time. | 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 | Must be computer literate | Planning, Monitoring and Evaluation Division (PMED) |

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| 3 | Planning Officer II | OSEC-DAB-PLO2-10-1998 | 15 | P32,053.00 | 1) Prepares long-range and short-range plan and programs in line with the agency's priorities; 2) Analyzes, interprets and integrates statistical data and reports; 3) Identifies problems encountered in the formulation and implementation of plans and projects; 4) Recommends corrective measures; 5) Analyzes and evaluates programs of activities and accomplishments; 6) Prepares and submits reports and statistics reflecting the programs of activities being undertaken; 7) Undertakes field inspection to gather information and data necessary in the preparation of plans and programs; 8) Performs other duties as may be assigned by the supervisor from time to time. | 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 | Must be computer literate | Planning, Monitoring and Evaluation Division (PMED) |

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| 1 | Engineer V (Agricultural and Biosystems) | OSEC-DAB-ENG5-10-2019 | 24 | P 85,406.00 | 1) Acts as head of the Division; 2) Spearheads and supervises the planning, coordination, implementation and monitoring of all agricultural engineering programs, projects and activities of the Division; 3) Oversees the preparation of agricultural engineering designs and specifications based on PAES or any acceptable standards in coordination with other concerned agencies; 4) Spearheads coordination of field surveys, site inspection, construction monitoring, evaluation and validation of agricultural infrastructure projects; 5) Oversees the regional accreditation and registration, testing and evaluation, and issuance of corresponding permits to all agricultural machinery, equipment and facilities; 6) Coordinates and strengthens networking with other regional field offices, local government units, and other attached agencies in the preparation of engineering plans, designs and specification and construction management of agricultural programs, projects and activities; 7) Performs administrative functions relative to the operations of the division; and 8) Performs other related functions. | Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering | 40 hours of training in management and supervision | 4 years in position/s involving management and supervision | RA 1080 (Agricultural Engineer/Agri cultural and Biosystems Engineer) | Required Leadership Competencies: <i>Intermediate</i> - 1) Building Collaborative, Inclusive Working Relationships ; 2) Managing Performance and Coaching for Results ; 3) Leading Change ; 4) Thinking Strategically and Creatively ; and 5) Creating and Nurturing a High Performing Organization ; Must be Knowledgeable in Philippine Agricultural Engineering Standards | Regional Agricultural Engineering Division (RAED) |
| 2 | Engineer IV (Agricultural and Biosystems) | OSEC-DAB-ENG4-11-2019 | 22 | P66,867.00 | Under general supervision, shall assist the RAED Chief in: 1. Acting as Officer in Charge (OIC) in the absence of the Engineer V (RAED Chief); 2. Acting as over-all coordinator of all agricultural and fisheries engineering programs, projects and activities; 3. Overseeing the updating and implementation of Regional Agricultural and Fisheries Mechanization Program (RAFMeChP), masterplan, guidelines of all agricultural and fisheries engineering programs, projects and activities; 4. Undertaking final review of regional plans and programs on agricultural mechanization, infrastructures, irrigation ; 5. Overseeing the monitoring and evaluation as well as construction monitoring of agricultural and fisheries machinery and postharvest facilities and equipment, farm-to-market roads, irrigation and other infrastructure projects and related interventions; and 6. Performing other related functions as may be required by the supervisor. | Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering | 16 hours of relevant training | 3 years of relevant experience | RA 1080 (Agricultural Engineer/Agri cultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good presentation, communication (both oral and written), and technical writing skills; 3. Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good managerial and quick decision making ability; 5. Ability to multi-task and deliver effective and efficient results; 6. High proficiency in office productivity tools, i.e. word, excel, power point and engineering related applications; 7. Works independently and effectively either as part of a team, with co-workers, partner agencies or other stakeholders. | Regional Agricultural Engineering Division (RAED) |

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| 3 | Engineer III (Agricultural and Biosystems) | OSEC-DAB- ENG3-21- 2019 | 19 | P46,791.00 | Under general supervision, and under the direct supervision by the Direct Supervisor, shall assist in: 1. Spearheading the monitoring and evaluation of farm-to-market roads, irrigation and other infrastructure projects and related interventions and the construction of agricultural and fisheries machinery and postharvest facilities and equipment, irrigation and other infrastructure projects and related interventions; 2. Conducting final review and updating of Regional Agricultural and Fishery Mechanization Program (RAF MechP), masterplan and the guidelines of all agricultural and fisheries engineering programs, projects and activities; 3. Undertaking institutional development activities to support and sustain the operation and maintenance of distributed agri-machinery equipment facilities as well as constructed infrastructures; 4. Providing technical assistance to different stakeholders relevant to the implementation of irrigation, mechanization, post-harvest facilities, and other related infrastructure projects; and 5. Performing other related functions as may be required by the supervisors. | Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering | 8 hours of relevant training | 2 years of relevant experience | RA 1080 (Agricultural Engineer/Agric- ultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good presentation, communication (both oral and written), and technical writing skills; 3. Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good decision making ability; 5. Proficient in office productivity tools, i.e. word, excel, power point and engineering related applications; 6. Ability to multi-task and deliver results promptly; 7. Works independently and effectively either as part of a team, with co-workers, partner agencies or other stakeholders. | Regional Agricultural Engineering Division (RAED) - Programs and Projects Monitoring Section (PPMS) |
| 4 | Engineer III (Agricultural and Biosystems) | OSEC-DAB- ENG3-22- 2019 | 19 | P46,791.00 | Under general supervision, and under the direct supervision by the Direct Supervisor, shall assist in: 1. Supervising the testing, evaluation and compliance with PAES of farm-to-market roads, irrigation, agricultural production and postharvest facilities machinery & equipment; 2. Supervising the registration and licensing of all agricultural machinery, equipment and facilities and other regulatory activities; 3. Supervising at the regional level the enforcement of the two above-mentioned functions and other mandated regulatory activities; 4. Providing technical assistance to different stakeholders relevant to the implementation of irrigation, mechanization, post-harvest facilities, and other related infrastructure projects; and 5. Performing other related functions as may be required by the supervisors. | Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering | 8 hours of relevant training | 2 years of relevant experience | RA 1080 (Agricultural Engineer/Agric- ultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good presentation, communication (both oral and written), and technical writing skills; 3. Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good decision making ability; 5. Proficient in office productivity tools, i.e. word, excel, power point and engineering related applications; 6. Ability to multi-task and deliver results promptly; 7. Works independently and effectively either as part of a team, with co-workers, partner agencies or other stakeholders. | Regional Agricultural Engineering Division (RAED) - Standards Regulation and Enforcement Section (SRES) |
| 5 | Engineer II (Agricultural and Biosystems) | OSEC-DAB- ENG2-42- 2019 | 16 | P35,106.00 | Under general supervision, shall assist the RAED Chief and the Direct Supervisor in: 1. Preparing/facilitating/reviewing/evaluating engineering plans, designs, specifications and cost estimates of agricultural and fishery irrigation projects; 2. Conducting technical surveys and site validation for the planning, design and post evaluation of irrigation projects; and 3. Performing other related functions as may be required by the supervisors. | Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering | 4 hours of relevant training | 1 year of relevant experience | RA 1080 (Agricultural Engineer/Agric- ultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good communication skills (both oral and written); 3. Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good decision making ability; 5. Proficient in office productivity tools (preferably skilled in Auto-CAD) 6. Ability to multi-tasking and deliver results promptly; 7. Works independently with less or without supervision; 8. Can work productively as part of a team, and with other agencies or stakeholders. | Regional Agricultural Engineering Division (RAED) - Engineering Plans, Design and Specifications Section (EPDSS) |

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| | | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 6 | Engineer II (Agricultural and Biosystems) | OSEC-DAB- ENG2-43- 2019 | 16 | P35,106.00 | Under general supervision, shall assist the RAED Chief and the Direct Supervisor in: 1.Updating the masterplan, guidelines of all irrigation projects; 2. Conducting monitoring and evaluation as supervision of construction activities of irrigation projects and agricultural and fisheries facilities; 3.Preparing monitoring report on the implementation status of irrigation projects; and 4. Performing other related functions as may be required by the supervisors. | Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering | 4 hours of relevant training | 1 year of relevant experience | RA 1080 (Agricultural Engineer/Agricultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good communication skills (both oral and written); 3.Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good decision making ability; 5. Proficient in office productivity tools (preferably skilled In Auto-CAD) 6. Ability to multi-tasking and deliver results promptly; 7. Works independently with less or without supervision; 8. Can work productively as part of a team, and with other agencies or stakeholders. | Regional Agricultural Engineering Division (RAED) - Programs and Projects Monitoring Section (PPMS) |
| 7 | Engineer II (Agricultural and Biosystems) | OSEC-DAB- ENG2-44- 2019 | 16 | P35,106.00 | Under general supervision, shall assist the RAED Chief and the Direct Supervisor in: 1. Preparing/facilitating/reviewing/evaluating engineering plans, designs, specifications and cost estimates of agricultural and fisheries infrastructure projects; 2. Conducting technical surveys and site validation for the planning, design and post evaluation of agricultural and fisheries infrastructure projects; and 3. Performing other related functions as may be required by the supervisors. | Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering | 4 hours of relevant training | 1 year of relevant experience | RA 1080 (Agricultural Engineer/Agricultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good communication skills (both oral and written); 3.Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good decision making ability; 5. Proficient in office productivity tools (preferably skilled In Auto-CAD) 6. Ability to multi-tasking and deliver results promptly; 7. Works independently with less or without supervision; 8. Can work productively as part of a team, and with other agencies or stakeholders. | Regional Agricultural Engineering Division (RAED) - Engineering Plans, Design and Specifications Section (EPDSS) |
| 8 | Engineer II (Agricultural and Biosystems) | OSEC-DAB- ENG2-45- 2019 | 16 | P35,106.00 | Under general supervision, shall assist the RAED Chief and the Direct Supervisor in: 1.Updating the Regional Agricultural and Fisheries Mechanization Program (RAFMechP), masterplan and the guidelines of all agricultural and fisheries machinery/equipment projects; 2. Conducting monitoring and evaluation of agricultural and fisheries machinery/ equipment projects, and in preparing monitoring report on the implementation status of agricultural and fisheries machinery/equipment projects; 3. Consolidating the inventory of agricultural and fisheries machinery/equipment projects; and 4. Performing other related functions as may be required by the supervisors. | Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering | 4 hours of relevant training | 1 year of relevant experience | RA 1080 (Agricultural Engineer/Agricultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good communication skills (both oral and written); 3.Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good decision making ability; 5. Proficient in office productivity tools (preferably skilled In Auto-CAD) 6. Ability to multi-tasking and deliver results promptly; 7. Works independently with less or without supervision; 8. Can work productively as part of a team, and with other agencies or stakeholders. | Regional Agricultural Engineering Division (RAED) - Programs and Projects Monitoring Section (PPMS) |

| 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) |
| 9 | Engineer II (Agricultural and Biosystems) | OSEC-DAB- ENG2-46- 2019 | 16 | P35,106.00 | Under general supervision, shall assist the RAED Chief and the Direct Supervisor in: 1. Maintaining and updating data bank on irrigation, postharvest, agricultural machinery and agricultural infrastructure projects; 2. Implementing regional accreditation and registration of agriculture and fishery machinery, tools and equipment; 3. Recommending the issuance of permits to manufacture, fabricate, assemble, including the importation of small and medium sized agricultural and fishery machinery and equipment; and 4. Performing other related functions as may be required by the supervisors. | Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering | 4 hours of relevant training | 1 year of relevant experience | RA 1080 (Agricultural Engineer/Agri cultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good communication skills (both oral and written); 3. Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good decision making ability; 5. Proficient in office productivity tools (preferably skilled in Auto-CAD) 6. Ability to multi-tasking and deliver results promptly; 7. Works independently with less or without supervision; 8. Can work productively as part of a team, and with other agencies or stakeholders. | Regional Agricultural Engineering Division (RAED) - Standards Regulation and Enforcement Section (SRES) |
| 10 | Engineer I (Agricultural and Biosystems) | OSEC-DAB- ENG1-70- 2019 | 12 | P24,495.00 | Under general supervision, and under the direct supervision by the Direct Supervisor: 1. Updating the Regional Agricultural and Fisheries Mechanization Program (RAFMechP), masterplan, guidelines of all agricultural and fisheries machinery/equipment projects; 2. Assists in the conduct of monitoring and evaluation of agricultural and fisheries machinery/ equipment projects; 3. Assists in the preparation of monitoring report on the implementation status of agricultural and fisheries machinery/equipment projects; 4. Assists in the consolidation of the inventory of agricultural and fisheries machinery/equipment projects; and 5. Performing other related functions as may be required by the supervisors. | Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering | None required | None required | RA 1080 (Agricultural Engineer/Agri cultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good communication skills (both oral and written); 3. Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good decision making ability; 5. Proficiency in office productivity tools; 6. Ability to multi-tasking and deliver results promptly; 7. Works independently with less or without supervision; 8. Can work productively as part of a team, and with other agencies or stakeholders. | Regional Agricultural Engineering Division (RAED) - Programs and Projects Monitoring Section (PPMS) |
| 11 | Engineer I (Agricultural and Biosystems) | OSEC-DAB- ENG1-71- 2019 | 12 | P24,495.00 | Under general supervision, and under the direct supervision by the Direct Supervisor: 1. In maintaining and updating of data bank on irrigation, postharvest, agricultural machinery and agricultural infrastructure projects; 2. In the implementation of regional accreditation and registration scheme for agriculture and fishery machinery, tools and equipment; 3. In the recommendation of the issuance of permits to operate small and medium sized agricultural and fishery machinery and equipment manufacturer, fabricators, assemblers and importers; and 4. Performing other related functions as may be required by the supervisors. | Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering | None required | None required | RA 1080 (Agricultural Engineer/Agri cultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good communication skills (both oral and written); 3. Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good decision making ability; 5. Proficiency in office productivity tools; 6. Ability to multi-tasking and deliver results promptly; 7. Works independently with less or without supervision; 8. Can work productively as part of a team, and with other agencies or stakeholders. | Regional Agricultural Engineering Division (RAED) - Standards Regulation and Enforcement Section (SRES) |

| 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) | |
| 12 | Engineer I (Agricultural and Biosystems) | OSEC-DAB-ENG1-72-2019 | 12 | P24,495.00 | Under general supervision, and under the direct supervision by the Direct Supervisor: 1. In the preparation/facilitation/review/evaluation of engineering plans, designs, specifications and cost estimates on agricultural and fisheries infrastructure projects; 2. In the conduct of technical surveys and site validation for the planning, design and post evaluation of agricultural and fisheries infrastructure projects; and 3. Performing other related functions as may be required by the supervisors. | Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering | None required | None required | RA 1080 (Agricultural Engineer/Agricultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good communication skills (both oral and written); 3. Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good decision making ability; 5. Proficiency in office productivity tools; 6. Ability to multi-tasking and deliver results promptly; 7. Works independently with less or without supervision; 8. Can work productively as part of a team, and with other agencies or stakeholders. | Regional Agricultural Engineering Division (RAED) - Engineering Plans, Design and Specifications Section (EPDSS) |
| 13 | Engineer I (Agricultural and Biosystems) | OSEC-DAB-ENG1-73-2019 | 12 | P24,495.00 | Under general supervision, and under the direct supervision by the Direct Supervisor: 1. In the updating of the masterplan and guidelines of all irrigation projects; 2. In the conduct of monitoring and evaluation as well as construction supervision activities of irrigation projects and agricultural and fisheries facilities; 3. In the preparation of monitoring report on the implementation status of irrigation projects; and 4. Performing other related functions as may be required by the supervisors. | Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering | None required | None required | RA 1080 (Agricultural Engineer/Agricultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good communication skills (both oral and written); 3. Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good decision making ability; 5. Proficiency in office productivity tools; 6. Ability to multi-tasking and deliver results promptly; 7. Works independently with less or without supervision; 8. Can work productively as part of a team, and with other agencies or stakeholders. | Regional Agricultural Engineering Division (RAED) - Programs and Projects Monitoring Section (PPMS) |
| 14 | Engineer I (Agricultural and Biosystems) | OSEC-DAB-ENG1-74-2019 | 12 | P24,495.00 | Under general supervision, and under the direct supervision by the Direct Supervisor: 1. In the conduct of inspection, testing and evaluation of all agricultural and fisheries machinery, equipment and facility projects in compliance to Philippine Agricultural Engineering Standards (PAES); 2. In the registration of manufacturers, fabricators, assembler, importers and distributors of agricultural and fisheries mechanization and other related projects; 3. In providing assistance to the local manufacturers to increase competitiveness of locally manufactured agricultural and fishery machineries, equipment and facilities; and 4. Performing other related functions as may be required by the supervisors. | Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering | None required | None required | RA 1080 (Agricultural Engineer/Agricultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good communication skills (both oral and written); 3. Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good decision making ability; 5. Proficiency in office productivity tools; 6. Ability to multi-tasking and deliver results promptly; 7. Works independently with less or without supervision; 8. Can work productively as part of a team, and with other agencies or stakeholders. | Regional Agricultural Engineering Division (RAED) - Standards Regulation and Enforcement Section (SRES) |
| 15 | Engineer I (Agricultural and Biosystems) | OSEC-DAB-ENG1-75-2019 | 12 | P24,495.00 | Under general supervision, and under the direct supervision by the Direct Supervisor: 1. In the preparation/facilitation/review/evaluation of engineering plans, designs, specifications and cost estimates of agricultural and fishery irrigation project ; 2. In the conduct of technical surveys and site validation for the planning, design and post evaluation of irrigation projects; and 3. Performing other related functions as may be required by the supervisors. | Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering | None required | None required | RA 1080 (Agricultural Engineer/Agricultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good communication skills (both oral and written); 3. Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good decision making ability; 5. Proficiency in office productivity tools; 6. Ability to multi-tasking and deliver results promptly; 7. Works independently with less or without supervision; 8. Can work productively as part of a team, and with other agencies or stakeholders. | Regional Agricultural Engineering Division (RAED) - Engineering Plans, Design and Specifications Section (EPDSS) |

| 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) |
| 16 | Engineer I (Agricultural and Biosystems) | OSEC-DAB- ENG1-76- 2019 | 12 | P24,495.00 | Under general supervision, and under the direct supervision by the Direct Supervisor: 1. In the updating the FMR Network plan and other agri-infrastructure masterplans/road maps; 2. In the conduct of monitoring and evaluation as well as construction supervision activities of agricultural and fisheries infrastructure projects; 3. In the preparation of monitoring report on the implementation status of agricultural and fisheries infrastructure projects; and 4. Performing other related functions as may be required by the supervisors. | Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering | None required | None required | RA 1080 (Agricultural Engineer/Agric- ultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good communication skills (both oral and written); 3. Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good decision making ability; 5. Proficiency in office productivity tools; 6. Ability to multi-tasking and deliver results promptly; 7. Works independently with less or without supervision; 8. Can work productively as part of a team, and with other agencies or stakeholders. | Regional Agricultural Engineering Division (RAED) - Programs and Projects Monitoring Section (PPMS) |
| 17 | Engineer I (Agricultural and Biosystems) | OSEC-DAB- ENG1-77- 2019 | 12 | P24,495.00 | Under general supervision, and under the direct supervision by the Direct Supervisor: 1. In the conduct of inspection, initiate field testing and evaluation of all agricultural and fisheries infrastructure projects in compliance to Philippine Agricultural Engineering Standards (PAES); 2. In providing recommendation on the acceptance of agricultural and fisheries infrastructure; and 3. Performing other related functions as may be required by the supervisors. | Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering | None required | None required | RA 1080 (Agricultural Engineer/Agric- ultural and Biosystems Engineer) | 1. Considerable operational knowledge in Philippine Agricultural Engineering Standards; 2. Good communication skills (both oral and written); 3. Operational knowledge in monitoring agri-infra construction projects, evaluation of agri-machineries, review and evaluation of agri-engineering related documents and tools; 4. Good decision making ability; 5. Proficiency in office productivity tools; 6. Ability to multi-tasking and deliver results promptly; 7. Works independently with less or without supervision; 8. Can work productively as part of a team, and with other agencies or stakeholders. | Regional Agricultural Engineering Division (RAED) - Standards Regulation and Enforcement Section (SRES) |

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 **November 5, 2020**.

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. Certificates of training and other learning and development activities attended;
3. Performance rating in the **last rating period** (if applicable);
4. Certificate of eligibility/rating/license (if applicable);
5. Transcript of Records; and
6. Other supporting documents.

QUALIFIED APPLICANTS are advised to hand in or send through courier / e-mail their application to:

SUSANA V. GALAPON
Administrative Officer V / Chief, HRMS
 Department of Agriculture - Regional
 Field Office No. VIII, Kanhuraw Hill,
 Tacloban City
darfa8_personnel@yahoo.com

APPLICATIONS MUST SPECIFY THE POSITION/S BEING APPLIED FOR (i.e. Position Title and Item Number)

SUBMISSION OF AT MOST TWO (2) APPLICATIONS BY AN APPLICANT MAY BE ALLOWED. PROVIDED, THAT THE APPLICANT IDENTIFIES WHICH POSITION IS HIS/HER FIRST PRIORITY AND SUBMITS A COMPLETE SET OF APPLICATION DOCUMENTS REQUIRED FOR EACH OF THE PARTICULAR POSITION APPLIED FOR.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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:

ANGEL C. ENRIQUEZ, CESO III
 Regional Executive Director
 Date: 10-21-20

| No. | Position Title (Parentetical 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 | Agriculturist II | OSEC-DAB- AG2-130- 1998 | 15 | P32,053.00 | 1) Assists the Senior Agriculturist in the preparation of program plans and budget, and technical papers/documents; 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 and analysis of statistical data and in the preparation of necessary reports/recommendations; 4) Acts as team leader or resource person for a project assigned to the division; and 5) Performs other related work as may be directed by the supervisor/management. | Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine | 4 hours of relevant training | 1 year of relevant experience | Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian) | Preferably knowledgeable in pest and disease surveillance and early warning system; Must be computer literate | Regulatory Division |
| 2 | Agriculturist I | OSEC-DAB- AG1-24- 2014 | 11 | P22,316.00 | 1) Provides technical assistance in the preparation and implementation of appropriate extension approaches and support services, and in establishing linkages with research-based messages and information on various farming systems enterprise; 2) Assists in the preparation and dissemination of appropriate extension technology, and 3) Performs other related work as may be required by the immediate supervisor. | Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine | None required | None required | Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian) | Must be computer literate | Regulatory Division |

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 November 5, 2020.

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. Certificates of training and other learning and development activities attended;
3. Performance rating in the last rating period (if applicable);
4. Certificate of eligibility/rating/license (if applicable);
5. Transcript of Records; and
6. Other supporting documents.

QUALIFIED APPLICANTS are advised to hand in or send through courier / e-mail their application to:

SUSANA V. GALAPON
Administrative Officer V / Chief, HRMS
Department of Agriculture - Regional
Field Office No. VIII, Kanhuraw Hill,
Tacloban City
darfo8_personnel@yahoo.com

APPLICATIONS MUST SPECIFY THE POSITION/S BEING APPLIED FOR (i.e. Position Title and Item Number)

SUBMISSION OF AT MOST TWO (2) APPLICATIONS BY AN APPLICANT MAY BE ALLOWED, PROVIDED, THAT THE APPLICANT IDENTIFIES WHICH POSITION IS HIS/HER FIRST PRIORITY AND SUBMITS A COMPLETE SET OF APPLICATION DOCUMENTS REQUIRED FOR EACH OF THE PARTICULAR POSITION APPLIED FOR.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



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:

[Signature]
ANGEL C. ENRIQUEZ, CESO III
Regional Executive Director

Date: 10-21-20

| 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 | Senior Science Research Specialist | OSEC-DAB- SRSRS-115- 2014 | 19 | P46,791.00 | 1) Develops RDE agenda and program for the station; 2) Initiates the preparation of research proposals on livestock and poultry, crop-livestock integration and crop diversification, 3) Conducts or supervises the implementation, monitoring and evaluation of approved researches; 4) Spearheads the preparation of R & D technical reports and the packaging of appropriate knowledge products, 5) Performs other related functions as may be required by supervisors | 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 | Preferably with knowledge on the latest approaches in R4D data analysis, technology innovation and technology commercialization, Must be computer literate | Research Division - San Miguel Experiment Station (SMES) |
| 2 | Senior Science Research Specialist | OSEC-DAB- SRSRS-107- 2014 | 19 | P46,791.00 | 1) Develop RDE agenda and programs in his assigned area of discipline; 2) Initiate preparation of research proposals for possible funding, 3) Conduct or supervise the implementation, monitoring and evaluation of approved projects/researches; 4) Spearhead the preparation of R & D technical reports and the packaging of appropriate knowledge products; 5) Perform other related functions as may be required by supervisors | 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 | Preferably with knowledge on the latest approaches in R4D data analysis, technology innovation and technology commercialization, Must be computer literate | Research Division |
| 3 | Science Research Specialist II | OSEC-DAB- SRAS2-146- 2014 | 16 | P35,106.00 | 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. | 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 | Preferably computer literate with good verbal and written communication skills, with expertise in packaging and implementing RDE projects | Research Division (San Jorge Experiment Station) |
| 4 | Science Research Specialist I | OSEC-DAB- SRAS1-95- 2014 | 13 | P26,754.00 | 1) Assists in the preparation of technical papers/documents required in planning and implementation of R and D/E programs; 2) Implement, monitor and conduct field evaluation of ongoing/completed R and D/E programs; 3) Assist in the development and preparation of appropriate research knowledge products, 4) Performs other related functions as may be required by supervisors | Bachelor's Degree relevant to the job | None required | None required | Career Service (Professional); Appropriate Eligibility for Second Level Position | Must be computer literate | Research Division (Babatngon Experiment Station) |

| 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) |
| 5 | Agricultural Technician I | OSEC-DAB-AGT1-14-2014 | 6 | P15,524.00 | 1) Assists in the preparation of technical reports/documents of the station; 2) Consolidates accomplishment reports and monthly station highlights of accomplishment, including the seed and plant materials inventory reports; 3) Provide various administrative support and other research-related tasks, and; 4) Performs other tasks as may be assigned by the immediate supervisor. | Completion of two (2) years studies in college | None required | None required | Career Service (Subprofessional); Appropriate Eligibility for First Level Position | Must be computer literate | Research Division (Babatngon Experiment Station) |
| 6 | Farm Supervisor | OSEC-DAB-FASU-20-2014 | 8 | P 17,505 | 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. | High School Graduate | 4 hours of relevant training | 1 year relevant experience | None required (MC 11, s. 1996 - Cat. III) | | Research Division (San Miguel Experiment Station) |

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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;
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3. Performance rating in the **last rating period** (if applicable);
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SUSANA V. GALAPON

Administrative Officer V / Chief, HRMS
 Department of Agriculture - Regional
 Field Office No. VIII, Kanhuraw Hill,
 Tacloban City
darfo8_personnel@yahoo.com

APPLICATIONS MUST SPECIFY THE POSITION/S BEING APPLIED FOR (i.e. Position Title and Item Number)



Republic of the Philippines
OFFICE OF THE SECRETARY
Elliptical Road, Diliman
1100 Quezon City

NEW NORMAL GUIDELINES ON THE RECRUITMENT, SELECTION AND PROMOTION OF PERSONNEL IN THE DA RFO 8

It has been more than half a year since the COVID-19 threat has disrupted the usual flow of things. Among which that has been significantly affected in the workplace is the recruitment process. Hence, many offices have started to adopt the digital recruitment. The process of digital recruitment includes ways of leveraging technology to source, assess, attract, select and recruit candidates for open positions. For the Department of Agriculture – Regional Field Office VIII (DA-RFO 8), the following “new normal” recruitment policies shall be adopted for the entire duration that Region 8 is under community quarantine due to COVID-19 pandemic:

1. Submission of Publication

- ✓ Submission of request for publication of vacant positions to the CSCRO8 shall be through e-mail, copy furnished the CSC LFO2.

2. Digital job boards

- ✓ Publication of vacant positions shall be posted both in the official website and Facebook page of the DA-RFO 8 once it is officially posted in the CSC Bulletin of Vacant Positions.

3. Application Dropbox (both for online and walk-in applicants)

- ✓ Application letter and other pertinent documents may be sent through email. Those with complete documentary requirements officially received through electronic mail or any other electronic means may be considered valid. However, hard authenticated copies of the same should be submitted, for verification purposes.
- ✓ Walk-in applicants may drop their application in the drop box located at the designated station.

4. Remote screening method/Initial Telephone Interview

- ✓ Applicants may be interviewed initially via phone call, asking in-depth questions to verify the information reflected in their Personal Data Sheet.
- ✓ Notifications to applicants may be made through electronic means. Responses received electronically reflecting the contact information indicated in the Personal Data Sheet of an applicant may be considered valid.

5. Candidate Selection- Online skills tests

- ✓ The assessment of applicants such as written examination may be done online. The HRMSPB, shall be assisted by the Data/Management Information Section under PMED, in the administration of the online assessment. Failure of an applicant to respond to a pre-scheduled online assessment, without any valid reason, shall be a ground for elimination

*A food-secure and resilient Philippines
with prosperous farmers and fisherfolk*



6. Virtual Interview

- ✓ An applicant who successfully completed the first level of screening and was included in the shortlist of candidates/applicants may be interviewed through video-conferencing via Zoom, Skype, Office 365 or Google Hangouts.

7. Deliberation of top 5 candidates

- ✓ Deliberation of the HRMPSB may be done through video-conferencing.

8. Endorsement of Candidates to the Vacant Positions

- ✓ The endorsement of candidates to the DA Central Office may be sent electronically. However, a hard copy of the original document, including its supporting papers, should be sent through courier.
- ✓ Approved endorsement sent electronically by the DA-Central Office Personnel Division, through its official e-mail address, shall be considered valid.

9. Virtual Oath-taking Ceremony

- ✓ Newly-appointed personnel may take his/her oath virtually before the appointing authority.


10. Digital Onboarding Program

- ✓ The orientation and onboarding program for the newly hired/promoted employees may be done virtually via Zoom, Skype or Microsoft Office 365.

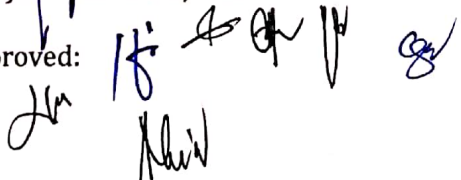
Prepared by:


SUSANA V. GALAPON
Chief, HRMS

Recommending Approval:


LARRY U. SULTAN, J.D.
RTD for Operations/Chairman, HRMPSB

Approved:


ANGEL C. ENRIQUEZ, CESO III, J.D.
Regional Executive Director

*A food-secure and resilient Philippines
with prosperous farmers and fisherfolk*

