

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

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:

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

Date: March 1, 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 | 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 | 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) |

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|-----|--|--------------------|---------------------------------|----------------|-------------------------|----------|------------|-------------|----------------------------|---------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |

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 **March 11, 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:

FRANCES GLYNIS B. BENITEZ, CPA

SAO/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.