



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

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must be in MS Excel format

**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: July 11, 2019

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 applicable) (if	
1	Supervising Science Research Specialist	OSEC-DAB- SVSRS-43- 2014	22	P 65,319.00	1) Acts as Officer-in-Charge (OIC) of the Research Division in the absence of the Chief Science Research Specialist; 2) Spearheads the preparation of regional R and D/E agenda, plans/programs; 3) Reviews and validates the division reports and other documents; 4) Develops and recommends actions on the processes/procedures and methodologies involved in the implementation of the RDE programs and other research-related activities; 5) Supervises the implementation/execution of R and D/E plans and programs; and 6) Performs other related functions as may be required by supervisors.	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	Preferably has demonstrated supervisory managerial skills on the areas of research management, social science, and other research-related activities	Research Division
2	Supervising Administrative Officer	OSEC-DAB- SADOF-16- 2014	22	P 65,319.00	1) Supervises the activities of the general administrative services pertaining to human resource management, records, property, procurement, and other forms of support to operations, budgeting and accounting services; 2) Provides technical guidance in the planning, monitoring and evaluation of the division's targets and performance according to agreed indicators and measures; 3) Establishes and maintains internal and external linkages on matters related to administrative and finance as well as the division's operation; 4) Performs other related functions as may be assigned by the immediate supervisor.	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		Administrative and Finance Division

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3	Supervising Agriculturist	OSEC-DAB- SVAG-13- 2014	22	P 65,319.00	1) Supervises the day-to-day operations of the Division as well as the planning, monitoring and evaluation of the division's targets and performance according to agreed indicators and measures; 2) Supervises the conduct of market assessment, matching activities and marketing of new products; 3) Coordinates/supervises the provision of support services to LGUs, farmers/organized groups in terms of investment financing, marketing, financial capability training, industry support; and the implementation of the Price Act and Consumer Act of the Philippines concerning agricultural products; and 4) Performs other related functions as may be required by the supervisor.	Bachelor's Degree relevant to the job (BS in Agriculture or other allied courses)	16 hours of relevant training	3 years of relevant experience	Relevant RA 1080 (Agriculturist/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 and Marketing Assistance Division (AMAD)
4	Agricultural Center Chief II	OSEC-DAB- ACC2-51- 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
5	Science Research Specialist II	OSEC-DAB- SRAS2-143- 2014	16	P 33,584.00	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	Relevant RA 1080; Career Service (Professional)	Preferably computer literate with good verbal and written communication skills; with expertise in packaging and implementing RDE projects	Research Division (Abuyog Experiment Station)
6	Accountant II	OSEC-DAB- A2-27-1998	16	P 33,584.00	1) Implements policies related to the control of allotments, expenditure and collections; 2) Checks and reviews journalizations and books of accounts; 3) Reviews, verifies and signs accounting documents and financial statements for accuracy of data and information; 4) Certifies as to the availability of funds; 5) Prepares schedule to support statements of accounts; 6) Prepares statements of capital and current expenditures; 7) Assists in supervising the reconciliation of accounting records for the liquidation of projects with that of the accounting records of the agency concerned; 8) and does related work.	Bachelor's Degree in Accountancy / Bachelor's Degree major in Accounting	4 hours of relevant training	1 year relevant experience	Relevant RA 1080 (Certified Public Accountant)		Administrative and Finance Division (Accounting Section)

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7	Administrative Officer IV	OSEC-DAB- ADOF4-11- 2014	15	P 30,531.00	1) Assists the supervisor in directing and supervising the administrative functions of the General Services Section; 2) Coordinates the activities of the Motor Pool Unit, Cashiering Unit, Records Unit and Property and Supply Unit; 3) Act for and in the absence of the General Services Section Chief; 4) Perform additional duties as may be directed by the supervisor.	Bachelor's Degree relevant to the job	4 hours of relevant training	1 year relevant of experience	Career Service (Professional); Appropriate Eligibility for Second Level Position		Administrative and Finance Division (General Services Section)
8	Administrative Officer IV (Human Resource Management Officer II)	OSEC-DAB- ADOF4-61- 2004	15	P 30,531.00	1) Assists the chief of the section in planning and supervising staff engaged in human resource functions; 2) Assists in the development, planning and formulation of policies and programs concerning improved human resource management; 3) Recommends modifications of existing personnel programs to meet changing human resource and agency needs; 4) Participates in the review and preparation of various human resource management matters; and 5) Perform additional duties as may be directed by the supervisor.	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 and Finance Division (Human Resource Management Section)
9	Agriculturist II	OSEC-DAB- AG2-51-2014	15	P 30,531.00	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 relevant to the job (BS in Agriculture or other allied courses)	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080 (Agriculturist/Agri- cultural Engineer/Veterin- arian)	Preferably computer literate with good verbal and written communication skills	Field Operations Division
10	Agriculturist II	OSEC-DAB- AG2-59-2014	15	P 30,531.00	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 relevant to the job (BS in Agriculture or other allied courses)	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080 (Agriculturist/Agri- cultural Engineer/Veterin- arian)	Preferably computer literate with good verbal and written communication skills	Field Operations Division

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11	Agriculturist II	OSEC-DAB-AG2-109-1998	15	P 30,531.00	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 relevant to the job (BS in Agriculture or other allied courses)	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian)	Preferably has knowledge on Plant Pathology or Crop Protection; computer literate with skill on powerpoint, excel and word applications	Regulatory Division
12	Agriculturist II	OSEC-DAB-AG2-138-1998	15	P 30,531.00	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 relevant to the job (BS in Agriculture or other allied courses)	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian)	Preferably has knowledge on animal diseases surveillance; computer literate with skill in excel and powerpoint applications	Regulatory Division
13	Agriculturist I	OSEC-DAB-AG1-22-2014	11	P 20,754.00	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 relevant to the job (BS in Agriculture or other allied courses)	None Required	None Required	Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian)	Preferably has knowledge on Horticulture/plant nursery operation; computer literate with skill in excel and powerpoint applications	Regulatory Division
14	Agriculturist I	OSEC-DAB-AG1-23-2014	11	P 20,754.00	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 relevant to the job (BS in Agriculture or other allied courses)	None Required	None Required	Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian)	Preferably knowledgeable on animal welfare and feeds regulation; and computer literate with skill in excel and powerpoint applications	Regulatory Division
15	Agriculturist I	OSEC-DAB-AG1-25-2014	11	P 20,754.00	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 relevant to the job (BS in Agriculture or other allied courses)	None Required	None Required	Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian)	Preferably has knowledge on crop protection; computer literate with skill in excel and powerpoint applications	Regulatory Division

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16	Agriculturist I	OSEC-DAB-AG1-310-1998	11	P 20,754.00	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 relevant to the job (BS in Agriculture or other allied courses)	None Required	None Required	Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian)	Preferably has knowledge on Animal Science/ agricultural regulatory operation; and computer literate with skill in excel and powerpoint applications	Regulatory Division
17	Agriculturist I	OSEC-DAB-AG1-20-2014	11	P 20,754.00	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 relevant to the job (BS in Agriculture or other allied courses)	None Required	None Required	Relevant RA 1080 (Agriculturist/Agricultural Engineer/Veterinarian)	Preferably has knowledge on animal science/verterinary medicine; computer literate with good verbal and written communication skills	Field Operations Division
18	Administrative Officer I (Supply Officer I)	OSEC-DAB-ADOF1-47-2014	10	P 19,233.00	1) Provides assistance in receiving, checking, storing and issuing supplies or equipment; the preparation of issued vouchers, requisitions and other reports and the maintenance of warehouse records; 2) Participates in the physical inventory of stocks; 3) Maintains regular inventory of records and requisitions; and reviews reports; 4) Verifies and inspects incoming, outgoing supplies; 5) Performs other functions as directed by the Supervisors	Bachelor's Degree relevant to the job	None Required	None Required	Career Service (Professional); Appropriate Eligibility for Second Level Position	Preferably computer literate with skill in excel, word and powerpoint applications	Administrative and Finance Division (General Services Section)
19	Science Research Technician I	OSEC-DAB-SRT1-39-2014	9	P 17,975.00	1) Assists in the formulation of work and financial plans for the station; 2) Consolidates accomplishment reports and monthly highlights, and prepares seed and plant materials inventory reports; 3) Provides support for the day-to-day operation of the laboratory/plant nursery; 4) Assists in the conduct of various experimental/field/research-related tasks; and 5) Performs other tasks as may be assigned by the immediate supervisor	Completion of two (2) years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) ; Appropriate Eligibility for First Level Position	Preferably has knowledge on laboratory/nursery management; computer literate	Research Division (Babatngon Experiment Station)
20	Agricultural Technician I	OSEC-DAB-AGT1-16-2014	6	P 14,847.00	1) Assists in the formulation of work and financial plans for the station; 2) Consolidates accomplishment reports and monthly highlights, and prepares seed and plant materials inventory reports; 3) Assists in the provision of 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	Preferably computer literate	Research Division (San Jorge Experiment Station)

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21	Administrative Aide IV (Clerk II)	OSEC-DAB-ADA4-306-2004	4	P 13,214.00	1) Performs a variety of skilled clerical tasks; 2) Participates in the work of a small group of clerks performing lower level works; 3) Prepares routine office correspondence, endorsements, reports and memoranda and types the same for review of his/her immediate supervisor; 4) Compiles circulars, memoranda, orders, rules and regulations and other papers and /or documents for reference; and 5) 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	Preferably computer literate	Administrative and Finance Division (Budget Section)
22	Administrative Aide IV (Clerk II)	OSEC-DAB-ADA4-313-2004	4	P 13,214.00	1) Performs a variety of skilled clerical tasks; 2) Participates in the work of a small group of clerks performing lower level works; 3) Prepares routine office correspondence, endorsements, reports and memoranda and types the same for review of his/her immediate supervisor; 4) Compiles circulars, memoranda, orders, rules and regulations and other papers and /or documents for reference; and 5) 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	Preferably computer literate	Administrative and Finance Division (Accounting Section)

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 **July 26, 2019**.

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](http://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

[darfo8\\_personnel@yahoo.com](mailto:darfo8_personnel@yahoo.com)

**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.**