

Republic of the Philippines  
National Food Authority  
Request for Publication of Vacant Positions

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



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the NATIONAL FOOD AUTHORITY REGIONAL OFFICE 8 in the CSC website:

*Virginia A. Dimafiles*  
VIRGINIA A. DIMAFILES  
(Acting Administrative Officer IV)

Date: January 31, 2019

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	Accounts Analyst	20-290	11	20,179.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		NFA Regional Office VIII
2	Grains Operations Officer I	20-297	11	20,179.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		NFA Eastern Samar Provincial Office
3	Clerk III	25-100	6	14,340.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		NFA Samar Provincial Office
4	Clerk III	25-99	6	14,340.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		NFA Samar Provincial Office
5	Clerk III	25-319	6	14,340.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		NFA Samar Provincial Office
6	Accounts Analyst	20-303	11	20,179.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility		NFA Samar Provincial Office
7	Cashier II	17-112	14	26,494.00	Bachelor's Degree in any Business Course	Four (4) hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		NFA Samar Provincial Office
8	Clerk III	25-227	6	14,340.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		NFA Northern Samar Provincial Office
9	Clerk III	25-98	6	14,340.00	Completion of 2 years studies in College	None Required	None Required	Career Service (Sub-Professional) First Level Eligibility		NFA Northern Samar Provincial Office

14	Senior Grains Operations Officer	13-608	18	38,085.00	Bachelor's degree relevant to the job	Eight (8) hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	NFA Southern Leyte Provincial Office
13	Grains Operations Officer I	20-305	11	20,179.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service (Professional) Second Level Eligibility	NFA Southern Leyte Provincial Office
12	Supply Officer II	17-113	14	26,494.00	Bachelor's Degree	Four (4) hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	NFA Southern Leyte Provincial Office
11	Cash Clerk III	23-275	8	16,282.00	Completion of 2 years studies in College	Four (4) hours of relevant training	1 year of relevant experience	Career Service (Sub-Professional) First Level Eligibility	NFA Northern Samar Provincial Office
	Truck Driver (TD)	24-354	7	15,254.00	High School Graduate	None Required	None Required	Drivers License (MC II S. 96 - CAT II)	NFA Northern Samar Provincial Office

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 **February 18, 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:

**VIRGINIA A. DIMAFILES**

Acting Administrative Officer IV  
 NFA Regional Office 8, Pawing, Palo, Leyte  
[nfafo8@vmail.com](mailto:nfafo8@vmail.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.