

Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Request for Publication of Vacant Positions

JAN-23-2020 10:15AM

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 AGRARIAN REFORM in the CSC website:

Nelia S. Soriano
NELIA S. SORIANO

Chief Administrative Officer

Date:

January 23, 2020

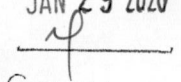
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Attorney VI	ATY6-35-2014	26	₱107,444.00	Master's Degree OR Certificate in Leadership and Management from the CSC / Bachelor of Laws	40 hours of supervisory/management learning and development intervention.	4 years of supervisory/management experience	RA 1080 (BAR)	1. Building collaborative, inclusive working relationships; 2. Managing performance and coaching results; 3. Leading Change; 4. Thinking strategically and creatively; 5. Creating and nurturing high performing organization.	DARAB - Secretariat
2	Attorney V	ATY5-265-2010	25	₱95,083.00	Master's Degree OR Certificate in Leadership and Management from the CSC / Bachelor of Laws	40 hours of supervisory/management learning and development intervention.	4 years of supervisory/management experience	RA 1080 (BAR)	1. Building collaborative, inclusive working relationships; 2. Managing performance and coaching results; 3. Leading Change; 4. Thinking strategically and creatively; 5. Creating and nurturing high performing organization.	BALA - Land Use Cases Division
3	Attorney V	ATY5-264-2010	25	₱95,083.00	Master's Degree OR Certificate in Leadership and Management from the CSC / Bachelor of Laws	40 hours of supervisory/management learning and development intervention.	4 years of supervisory/management experience	RA 1080 (BAR)	1. Building collaborative, inclusive working relationships; 2. Managing performance and coaching results; 3. Leading Change; 4. Thinking strategically and creatively; 5. Creating and nurturing high performing organization.	BALA - Legal Information and Research Division
4	Attorney V	ATY5-25-2014	25	₱95,083.00	Master's Degree OR Certificate in Leadership and Management from the CSC / Bachelor of Laws	40 hours of supervisory/management learning and development intervention.	4 years of supervisory/management experience	RA 1080 (BAR)	1. Building collaborative, inclusive working relationships; 2. Managing performance and coaching results; 3. Leading Change; 4. Thinking strategically and creatively; 5. Creating and nurturing high performing organization.	DARAB - Office of the Board Member

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CSC-DARAB

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					Education	Training	Experience	Eligibility		
5	Attorney V	ATY5-24-2014	25	₱95,083.00	Master's Degree OR Certificate in Leadership and Management from the CSC / Bachelor of Laws	40 hours of supervisory/management learning and development intervention.	4 years of supervisory/management experience	RA 1080 (BAR)	1. Building collaborative, inclusive working relationships; 2. Managing performance and coaching results; 3. Leading Change; 4. Thinking strategically and creatively; 5. Creating and nurturing high performing organization.	DARAB - Office of the Board Member
6	Chief Agrarian Reform Program Officer	CARPO-35-1998	24	₱83,406.00	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management learning and development intervention.	4 years of supervisory/management experience	CS Professional	1. Building collaborative, inclusive working relationships; 2. Managing performance and coaching results; 3. Leading Change; 4. Thinking strategically and creatively; 5. Creating and nurturing high performing organization.	BLTI - LTI Survey and Mapping Division
7	Information Technology Officer II	ITO2-34-2014	22	₱65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional		MISS - Database Management Division
8	Information Technology Officer II	ITO2-35-2014	22	₱65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional		MISS - IT Support Division
9	Supervising Administrative Officer	SADOF-17-2004	22	₱65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional		ADMIN - Personnel Division
10	Supervising Agrarian Reform Program Officer	SVARPO-34-2014	22	₱65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional		PAMRS - Clientele Relations Division
11	Supervising Agrarian Reform Program Officer	SVARPO-13-1998	22	₱65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional		ARCDS - Communications Development Division
12	Supervising Agrarian Reform Program Officer	SVARPO-22-1998	22	₱65,319.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	CS Professional		BARBD - Livelihood and Enterprise Development Division

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 COO/ADM

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
13	Attorney III	ATY3-35-2014	21	₱57,805.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)		LEGAL - Legal Division
14	Accountant III	A3-1-1998	19	₱45,269.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)		FMS - Accounting Division
15	Administrative Officer V (Budget Officer III)	ADOF5-23-2004	18	₱40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		FMS - Budget Division
16	Court Legal Researcher III	CLR3-26-2014	18	₱40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		DARAB - Office of the Board Member
17	Economist III	ECO3-24-2014	18	₱40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		BALA - Land Use Cases Division
18	Economist III	ECO3-1-1998	18	₱40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		BALA - Land Use Cases Division
19	Information Officer III	INFO3-10-1998	18	₱40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional		PAMRS - Public Relations and Multi-Media Division
20	Information Officer III	INFO3-9-1998	18	₱40,637.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional		PAMRS - Public Relations and Multi-Media Division
21	Senior Agrarian Reform Program Officer	SARPO-45-2014	18	₱40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		BALA - Agrarian Reform Beneficiaries Legal Assistance Division
22	Senior Agrarian Reform Program Officer	SARPO-379-2014	18	₱40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		BALA - Agrarian Reform Beneficiaries Legal Assistance Division

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CSU-DATU

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
23	Senior Agrarian Reform Program Officer	SARPO-99-1998	18	₱40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		BALA - Land Use Cases Division
24	Senior Agrarian Reform Program Officer	SARPO-61-2014	18	₱40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		PAMRS - Clientele Relations Division
25	Senior Agrarian Reform Program Officer	SARPO-94-1998	18	₱40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		BARBD - Livelihood and Enterprise Development Division
26	Senior Agrarian Reform Program Officer	SARPO-48-2014	18	₱40,637.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		DARAB - Secretariat
27	Accountant II	A2-1-1998	16	₱33,584.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)		FMS - Accounting Division
28	Administrative Officer IV	ADOF4-44-2014	15	₱30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional		ADMIN - Procurement Division
29	Administrative Officer IV	ADOF4-42-2014	15	₱30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional		ADMIN - Procurement Division
30	Administrative Officer IV	ADOF4-39-2014	15	₱30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional		ADMIN - Procurement Division
31	Administrative Officer IV (HRMO II)	ADOF4-38-2014	15	₱30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional		ADMIN - Personnel Division
32	Administrative Officer IV (HRMO II)	ADOF4-37-2014	15	₱30,531.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional		ADMIN - Personnel Division

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ADMIN - Personnel Division

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[Signature]
COORDINATOR

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					Education	Training	Experience	Eligibility	Competency (if applicable)	
43	Accountant I	A1-21-1998	12	₱22,938.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		FMS - Accounting Division
44	Administrative Officer II (HRMO I)	ADOF2-39-2004	11	₱20,754.00	Bachelor's degree relevant to the job	None required	None required	CS Professional		ADMIN - Personnel Division
45	Administrative Officer II (HRMO I)	ADOF2-36-2004	11	₱20,754.00	Bachelor's degree relevant to the job	None required	None required	CS Professional		ADMIN - Personnel Division
46	Administrative Officer II (Management & Audit Analyst I)	ADOF2-25-2004	11	₱20,754.00	Bachelor's degree relevant to the job	None required	None required	CS Professional		FMS - Management Division
47	Agrarian Reform Program Officer I	ARPO1-30-2014	11	₱20,754.00	Bachelor's degree relevant to the job	None required	None required	CS Professional		ARCDS - Organizational Development Division
48	Sheriff III	SHE3-27-2014	10	₱19,233.00	Completion of two years studies in College	None required	None required	CS Sub Professional		DARAB - Secretariat
49	Administrative Assistant III (Secretary II)	ADAS3-30-2004	9	₱17,975.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub Professional		BLTI - Office of the Director
50	Administrative Assistant III (Secretary II)	ADAS3-31-2004	9	₱17,975.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub Professional		BARBD - Office of the Director
51	Administrative Assistant II (Audio Officer-Visual Aids Technician II)	ADAS2-41-2014	8	₱16,758.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	MC 10, s. 2013, CS Sub Professional		PAMRS - Public Relations and Multi-Media Division
52	Administrative Assistant II (HRM Assistant)	ADAS2-37-2004	8	₱16,758.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub Professional		

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CSUBAFU

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53	Administrative Assistant II (Budgeting Assistant)	ADAS2-28-2004	8	₱16,758.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub Professional		FMS - Budget Division
54	Administrative Aide VI (Clerk III)	ADA6-5-2015	6	₱14,847.00	Completion of two-year studies in college	None required	None required	CS Sub Professional		BALA - Agrarian Reform Beneficiaries Legal Assistance Division
55	Administrative Aide VI (Clerk III)	ADA6-453-2014	6	₱14,847.00	Completion of two-year studies in college	None required	None required	CS Sub Professional		BALA - Claims and Conflicts Division
56	Administrative Aide VI (Clerk III)	ADA6-3-2015	6	₱14,847.00	Completion of two-year studies in college	None required	None required	CS Sub Professional		MISS - Office of the Director
57	Administrative Aide VI (Clerk III)	ADA6-4-2004	6	₱14,847.00	Completion of two-year studies in college	None required	None required	CS Sub Professional		OFFICE OF THE SECRETARY - Proper
58	Administrative Aide VI (Clerk III)	ADA6-40-2014	6	₱14,847.00	Completion of two-year studies in college	None required	None required	CS Sub Professional		OFFICE OF THE UNDERSECRETARY - LAO
59	Administrative Aide VI (Clerk III)	ADA6-43-2004	6	₱14,847.00	Completion of two-year studies in college	None required	None required	CS Sub Professional		OFFICE OF THE UNDERSECRETARY - SSO
60	Administrative Aide VI (Clerk III)	ADA6-23-2014	6	₱14,847.00	Completion of two-year studies in college	None required	None required	CS Sub Professional		MISS - Database Management Division
61	Administrative Aide VI (Clerk III)	ADA6-20-2014	6	₱14,847.00	Completion of two-year studies in college	None required	None required	CS Sub Professional		PAMRS - Office of the Director
62	Administrative Aide VI (Clerk III)	ADA6-63-2004	6	₱14,847.00	Completion of two-year studies in college	None required	None required	CS Sub Professional		BLTI - Office of the Director

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CSC-DA-FO

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					Education	Training	Experience	Eligibility	
63	Administrative Aide VI (Clerk III)	ADA6-14-2004	6	₱14,847.00	Completion of two-year studies in college	None required	None required	CS Sub Professional	FMS - Accounting Division
64	Administrative Aide VI (Clerk III)	ADA6-28-2014	6	₱14,847.00	Completion of two-year studies in college	None required	None required	CS Sub Professional	DARAB - Office of the Board Member
65	Administrative Aide IV (Driver II)	ADA4-44-2014	4	₱13,214.00	Elementary School Graduate	None required	None required	Driver's license (MC 11, s. 1996 - Cat. II)	ADMIN - General Service Division
66	Administrative Aide IV (Driver II)	ADA4-41-2004	4	₱13,214.00	Elementary School Graduate	None required	None required	Driver's license (MC 11, s. 1996 - Cat. II)	ADMIN - General Service Division
67	Administrative Aide IV (Driver II)	ADA4-40-2004	4	₱13,214.00	Elementary School Graduate	None required	None required	Driver's license (MC 11, s. 1996 - Cat. II)	ADMIN - General Service Division
68	Administrative Aide IV (Driver II)	ADA4-50-2014	4	₱13,214.00	Elementary School Graduate	None required	None required	Driver's license (MC 11, s. 1996 - Cat. II)	ADMIN - General Service Division

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 10, 2020.

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of Transcript of Records; and
5. Photocopy of Training Certificates.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

NELIA S. SORIANO

Chief Administrative Officer, Personnel Division

Department of Agrarian Reform

Elliptical Road, Diliman, Quezon City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

