


Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
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 AGRARIAN REFORM in the CSC website:


MARIA ELIZABETH D. ESTEBAN
Chief Administrative Officer

Date: December 02, 2021

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	Senior Administrative Assistant II (Audio - Visual Aids Technician IV)	SADAS2-43-2014	14	₱30,799.00	High School Graduate or Completion of relevant vocational / trade course	16 hours of relevant training	3 years of relevant experience	Audio-Visual Equipment Operator/Technician (MC 10, s. 2013 - Cat II)		PAMRS - Public Relations and Multi-Media Division
2	Administrative Assistant III (Secretary II)	ADAS3-27-2014	9	₱19,593.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	CS Sub Professional		ARCDS - Office of the Director
3	Administrative Assistant II (Audio-Visual Aids Technician II)	ADAS2-41-2014	8	₱18,251.00	High School Graduate or Completion of relevant vocational / trade course	4 hours of relevant training	1 year of relevant experience	Audio-Visual Equipment Operator/Technician (MC 10, s. 2013 - Cat II)		PAMRS - Public Relations and Multi-Media 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 December 13, 2021.

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 (if applicable);
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:

MARIA ELIZABETH D. ESTEBAN
Chief Administrative Officer, Personnel Division
Elliptical Road, Diliman, Quezon City
dar.rsp.personnel@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.