

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:

June 17, 2022

| No. | Position Title (Parenthetical Title, if applicable) | Plan/Item No. | Salary/ Job/ Pay Grade | Monthly Salary | Qualification Standards | | | | | Place of Assignment |
|-----|---|-----------------|------------------------|----------------|---|------------------------------|--------------------------------|---------------------|----------------------------|--------------------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 1 | Attorney IV | ATY4-22-2014 | 23 | ₱78,455.00 | Bachelor of Laws | 8 hours of relevant training | 2 years of relevant experience | RA 1080 (BAR) | | LEGAL - Legal Division |
| 2 | Agrarian Reform Program Officer II | ARPO2-23-2014 | 15 | ₱35,097.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS Professional | | LEGAL - Legal Division |
| 3 | Agrarian Reform Program Officer II | ARPO2-91-1998 | 15 | ₱35,097.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS Professional | | LEGAL - Legal Division |
| 4 | Stenographic Reporter II | STENR2-120-2014 | 9 | ₱20,402.00 | Completion of two-year studies in College | 4 hours of relevant training | 1 year of relevant experience | CS Sub Professional | | LEGAL - Legal Division |
| 5 | Stenographic Reporter II | STENR2-28-2014 | 9 | ₱20,402.00 | Completion of two-year studies in College | 4 hours of relevant training | 1 year of relevant experience | CS Sub Professional | | LEGAL - Legal Division |
| 6 | Administrative Assistant III (Secretary II) | ADAS3-21-2014 | 9 | ₱20,402.00 | Completion of two-year studies in College | 4 hours of relevant training | 1 year of relevant experience | CS Sub Professional | | LEGAL - Office of the Director |
| 7 | Administrative Aide VI (Clerk III) | ADA6-24-2014 | 6 | ₱16,877.00 | Completion of two-year studies in college | None required | None required | CS Sub Professional | | LEGAL - Legal 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 June 27, 2022.

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;
5. Photocopy of Training Certificates; and
6. Photocopy of Certificate of Employment/Service Record from previous employers.

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.