


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


ROMEO L. REYES, CPA
OIC-Director IV, Administrative Service
Date: October 28, 2022

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 V	ATY5-1-1998	25	₱100,788.00	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 - Agrarian Reform Beneficiaries Legal Assistance Division
2	Project Development Officer V	PDO5-25-2014	24	₱88,410.00	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.	PMS - Project Monitoring and Evaluation Division
3	Attorney IV	ATY4-25-2014	23	₱78,455.00	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080 (BAR)		BALA - Legal Information and Research Division
4	Accountant IV	A4-1-1998	22	₱69,963.00	Bachelor's degree in Commerce/Business Administration major in Accounting	16 hours of relevant training	3 years of relevant experience	RA 1080 (CPA)		FMS - Accounting Division
5	Administrative Officer V (Budget Officer III)	ADOF5-21-2004	18	₱45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		FMS - Budget Division
6	Economist III	ECO3-1-1998	18	₱45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		BALA - Land Use Cases Division
7	Senior Agrarian Reform Program Officer	SARPO-44-2014	18	₱45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		BALA - Claims and Conflicts Division
8	Project Development Officer III	PDO3-7-1998	18	₱45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		PMS - Project Monitoring and Evaluation Division

No.	Position Title (Parenthetical Title, if applicable)	Planilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
9	Project Development Officer III	PDO3-2-1998	18	₱45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		PMS - Project Management and Resource Mobilization Division
10	Project Development Officer III	PDO3-4-1998	18	₱45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional		PMS - Project Management and Resource Mobilization Division
11	Accountant II	A2-11-1998	16	₱38,150.00	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
12	Accountant II	A2-1-1998	16	₱38,150.00	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
13	Accountant II	A2-44-1998	16	₱38,150.00	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
14	Accountant II	A2-8-1998	16	₱38,150.00	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
15	Administrative Officer IV (Budget Officer II)	ADOF4-24-2004	15	₱35,097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional		FMS - Budget Division
16	Administrative Officer IV (Budget Officer II)	ADOF4-28-2004	15	₱35,097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional		FMS - Budget Division
17	Agrarian Reform Program Officer II	ARPO2-96-1998	15	₱35,097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional		BALA - Agrarian Reform Beneficiaries Legal Assistance Division
18	Project Development Officer II	PDO2-28-2014	15	₱35,097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional		PMS - Project Monitoring and Evaluation Division
19	Administrative Officer III	ADOF3-40-2014	14	₱32,321.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional		BALA - Claims and Conflicts Division

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)	
20	Accountant I	A1-19-1998	12	₱27,608.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		FMS - Accounting Division
21	Accountant I	A1-21-1998	12	₱27,608.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		FMS - Accounting Division
22	Administrative Assistant III (Secretary II)	ADAS3-22-2014	9	₱20,402.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	CS Sub Professional		FMS - Office of the Director
23	Administrative Assistant III	ADAS3-18-2004	9	₱20,402.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	CS Sub Professional		FMS - Accounting Division
24	Administrative Aide VI (Clerk III)	ADA6-13-2004	6	₱16,877.00	Completion of two-year studies in college	None required	None required	CS Sub Professional		FMS - Management Division
25	Administrative Aide VI (Clerk III)	ADA6-453-2014	6	₱16,877.00	Completion of two-year studies in college	None required	None required	CS Sub Professional		BALA - Claims and Conflicts Division
26	Administrative Aide VI (Clerk III)	ADA6-5-2015	6	₱16,877.00	Completion of two-year studies in college	None required	None required	CS Sub Professional		BALA - Agrarian Reform Beneficiaries Legal Assistance Division
27	Administrative Aide VI (Clerk III)	ADA6-26-2014	6	₱16,877.00	Completion of two-year studies in college	None required	None required	CS Sub Professional		PMS - Project Management and Resource Mobilization Division
28	Administrative Aide IV (Accounting Clerk I)	ADA4-17-2004	4	₱14,993.00	Completion of two-year studies in college	None required	None required	CS Sub Professional		FMS - Accounting 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 November 14, 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:

ROMEO L. REYES, CPA
 OIC-Director IV, Administrative Service
 Elliptical Road, Diliman, Quezon City
rsp.darpersonnel@dar.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.