


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:

  
**NILDA P. BAUI**  
OIC-Chief Administrative Officer, Personnel Division  
Date: January 17, 2023

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	
1	Administrative Officer V (Records Officer III)	ADOF5-27-2004	18	₱46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional	ADMIN - Records Division
2	Administrative Officer IV	ADOF4-41-2014	15	₱36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional	ADMIN - Procurement Division
3	Administrative Assistant III	ADAS3-23-2014	9	₱21,211.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	CS Sub Professional	ADMIN - Procurement Division
5	Administrative Aide VI (Clerk III)	ADA6-25-2004	6	₱17,553.00	Completion of two-year studies in college	None required	None required	CS Sub Professional	ADMIN - Records 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 January 30, 2023.

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](http://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:

**NILDA P. BAUI**  
OIC-Chief Administrative Officer  
Elliptical Road, Diliman, Quezon City  
rsp.darpersonnel@dar.gov.ph

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**