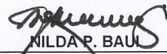


Republic of the Philippines
DEPARTMENT OF AGRARIAN REFORM
Request for Publication of Vacant Positions

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. BAU
OIC-Chief Administrative Officer, Personnel Division
Date: March 28, 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	Competency (if applicable)	
1	Chief Administrative Officer (Human Resource Management Officer V)	CADOF-15-2004	24	₱90,078.00	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	Career Service Professional/Second Level Eligibility	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.	ADMIN - Personnel Division
2	Supervising Administrative Officer (Records Officer IV)	SADOF-18-2004	22	₱71,511.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service Professional/Second Level Eligibility		ADMIN - Records Division
3	Senior Agrarian Reform Program Officer	SARPO-161-1998	18	₱46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service Professional/Second Level Eligibility		ARCDS - Learning and Development Division
4	Administrative Officer IV (HRMO II)	ADOF4-37-2014	15	₱36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility		ADMIN - Personnel Division
5	Agrarian Reform Program Officer II	ARPO2-97-1998	15	₱36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility		ARCDS - Learning and Development Division
6	Agrarian Reform Program Officer II	ARPO2-94-1998	15	₱36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/Second Level Eligibility		ARCDS - Communications Development Division
7	Administrative Officer II (HRMO I)	ADOF2-38-2004	11	₱27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility		ADMIN - Personnel Division
8	Agrarian Reform Program Officer I	ARPO1-31-2014	11	₱27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility		ARCDS - Communications Development Division
9	Agrarian Reform Program Officer I	ARPO1-10-1998	11	₱27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/Second Level Eligibility		ARCDS - Organizational Development 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)	
10	Administrative Assistant II (HRM Assistant)	ADAS2-37-2004	8	₱19,744.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service Subprofessional/First Level Eligibility		ADMIN - Personnel Division
11	Administrative Aide VI (Clerk III)	ADA6-74-2004	6	₱17,553.00	Completion of two-year studies in college	None required	None required	Career Service Subprofessional/First Level Eligibility		ARCDS - Office of the Director

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 April 12, 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;
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.