

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:

MARISSA ARLENE B. BACCAY

OIC-Chief Administrative Officer, Personnel Division

Date:

May 16, 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 | Senior Agrarian Reform Program Officer | SARPO-1-2023 | 18 | ₱46,725.00 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS Professional | | LEGAL - Legal Division |
| 2 | Senior Agrarian Reform Program Officer | SARPO-2-2023 | 18 | ₱46,725.00 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS Professional | | LEGAL - Legal Division |
| 3 | Senior Agrarian Reform Program Officer | SARPO-3-2023 | 18 | ₱46,725.00 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS Professional | | LEGAL - Legal Division |
| 4 | Senior Agrarian Reform Program Officer | SARPO-4-2023 | 18 | ₱46,725.00 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS Professional | | LEGAL - Legal Division |
| 5 | Senior Agrarian Reform Program Officer | SARPO-51-2014 | 18 | ₱46,725.00 | Bachelor's degree relevant to the job | 8 hours of relevant training | 2 years of relevant experience | CS Professional | | PARC SEC - CARP Planning and PARCCOM Concerns Division |
| 6 | Administrative Officer III (Cashier II) | ADOF3-37-2004 | 14 | ₱33,843.00 | Bachelor's degree relevant to the job | 4 hours of relevant training | 1 year of relevant experience | CS Professional | | ADMIN - General Service Division |
| 7 | Administrative Assistant III | ADAS3-22-2004 | 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 - General Service Division |

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| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 8 | Administrative Aide VI (Clerk III) | ADA6-32-2014 | 6 | ₱17,553.00 | Completion of two-year studies in college | None required | None required | CS Sub Professional | | PARC SEC - 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 May 26, 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:

MARISSA ARLENE B. BACCAY

OIC-Chief Administrative Officer

Elliptical Road, Diliman, Quezon City

rsp.darpersonnel@dar.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.