

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  
September 20, 2023

Date:

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	ATY5-25-2014	25	₱102,690.00	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080 (BAR)		DARAB - Office of the Board Member
2	Administrative Assistant III (Secretary II)	ADAS3-31-2014	9	₱21,211.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		PARC SEC - Office of the Director

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter indicating the specific plantilla item number and send to the address below not later than October 2, 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.
- \*Submissions beyond the deadline shall not be accepted.**

**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](mailto:rsp.darpersonnel@dar.gov.ph)

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

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