

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: January 26, 2024

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-373-2014	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		BALA - Agrarian Reform Beneficiaries Legal Assistance Division
2	Agrarian Reform Program Officer II	ARPO2-43-2014	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		BALA - Agrarian Reform Beneficiaries Legal Assistance Division
3	Agrarian Reform Program Officer II	ARPO2-98-1998	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		BALA - Agrarian Reform Beneficiaries Legal Assistance Division
4	Administrative Aide VI (Clerk III)	ADA6-5-2015	6	₱17,553.00	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		BALA - Agrarian Reform Beneficiaries Legal Assistance Division
5	Senior Agrarian Reform Program Officer	SARPO-42-2014	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		BALA - Claims and Conflicts Division
6	Senior Agrarian Reform Program Officer	SARPO-44-2014	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		BALA - Claims and Conflicts Division
7	Administrative Officer III	ADO3-40-2014	14	₱33,843.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		BALA - Claims and Conflicts Division
8	Administrative Aide VI (Clerk III)	ADA6-453-2014	6	₱17,553.00	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		BALA - Claims and Conflicts Division

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9	Economist III	ECO3-1-1998	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		BALA - Land Use Cases Division
10	Chief Agrarian Reform Program Officer	CARPO-29-2014	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		BARBD - Beneficiaries Capacity Development Division
11	Senior Agrarian Reform Program Officer	SARPO-101-1998	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		BARBD - Beneficiaries Capacity Development Division
12	Senior Agrarian Reform Program Officer	SARPO-103-1998	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		BARBD - Beneficiaries Capacity Development Division
13	Agrarian Reform Program Officer II	ARPO2-31-2014	15	₱36,819.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		BARBD - Beneficiaries Capacity Development Division
14	Agrarian Reform Program Officer II	ARPO2-32-2014	15	₱36,819.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		BARBD - Beneficiaries Capacity Development Division
15	Chief Agrarian Reform Program Officer	CARPO-38-1998	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.	BARBD - Livelihood and Enterprise Development Division
16	Administrative Aide VI (Clerk III)	ADA6-28-2004	6	₱17,553.00	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		BARBD - Livelihood and Enterprise Development Division

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17	Administrative Aide VI (Clerk III)	ADA6-22-2004	6	₱17,553.00	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		BARBD - Office of the Director
18	Senior Agrarian Reform Program Officer	SARPO-106-1998	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		BARBD - Rural Credit and Microfinance Division
19	Senior Agrarian Reform Program Officer	SARPO-97-1998	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		BARBD - Rural Credit and Microfinance Division
20	Agrarian Reform Program Officer II	ARPO2-10-1998	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		BARBD - Rural Credit and Microfinance Division
21	Agrarian Reform Program Officer II	ARPO2-30-2014	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		BARBD - Rural Credit and Microfinance Division
22	Attorney III	ATY3-35-2014	21	₱63,997.00	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 10860 (BAR)		LEGAL - Legal Division
23	Agrarian Reform Program Officer II	ARPO2-60-2014	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		LEGAL - Legal Division
24	Agrarian Reform Program Officer II	ARPO2-70-1998	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		LEGAL - Legal Division
25	Agrarian Reform Program Officer II	ARPO2-91-1998	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		LEGAL - Legal Division
26	Legal Assistant II	LEA2-33-2014	12	₱29,165.00	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service (Professional)/Second Level Eligibility		LEGAL - Legal Division

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27	Administrative Aide VI (Clerk III)	ADA6-108-2004	6	₱17,553.00	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		LEGAL - Office of the Director
28	Administrative Aide VI (Clerk III)	ADA6-40-2014	6	₱17,553.00	Completion of two-year studies in college	None required	None required	Career Service (Subprofessional)/ First Level Eligibility		OFFICE OF THE UNDERSECRETARY - LAO
29	Supervising Agrarian Reform Program Officer	SVARPO-34- 2014	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		PAMRS - Clientele Relations Division
30	Agrarian Reform Program Officer II	ARPO2-36- 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		PARC SEC - CARP Planning and PARCCOM Concerns Division

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 February 9, 2024.

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; and
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, Dilliman, Quezon City
rsp.darpersonnel@dar.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.