

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 ARLEN B. BACCAY
OIC-Chief Administrative Officer, Personnel Division

Date: May 13, 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	Planning Officer V	OSEC-DARB-PLO5-1-1998	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.	PPS - Policy, Planning and Programming Division
2	Planning Officer III	OSEC-DARB-PLO3-21-1998	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		PPS - Plan Implementation, Monitoring and Evaluation Division
3	Planning Officer III	OSEC-DARB-PLO3-6-1998	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		PPS - Plan Implementation, Monitoring and Evaluation Division
4	Planning Officer II	OSEC-DARB-PLO2-28-2014	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		PPS - Plan Implementation, Monitoring and Evaluation Division
5	Planning Officer IV	OSEC-DARB-PLO4-31-2014	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		PPS - Policy, Planning and Programming Division
6	Supervising Agrarian Reform Program Officer	OSEC-DARB-SVARPO-3-1998	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		PPS - Policy, Planning and Programming Division
7	Planning Officer III	OSEC-DARB-PLO3-34-1998	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		PPS - Policy, Planning and Programming Division

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8	Planning Officer III	OSEC-DARB- PLO3-62-1998	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		PPS - Policy, Planning and Programming Division
9	Planning Officer II	OSEC-DARB- ARPO2-61-2014	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		PPS - Policy, Planning and Programming Division
10	Chief Accountant	OSEC-DARB- CACT-1-1998	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	RA 1080 (CPA)	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.	FMS - Accounting Division
11	Accountant III	OSEC-DARB-A3- 11-1998	19	₱51,357.00	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (CPA)		FMS - Accounting Division
12	Accountant II	OSEC-DARB-A2- 6-1998	16	₱39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)		FMS - Accounting Division
13	Accountant II	OSEC-DARB-A2- 44-1998	16	₱39,672.00	Bachelor's degree in Commerce/Business Administration major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080 (CPA)		FMS - Accounting Division
14	Accountant I	OSEC-DARB-A1- 19-1998	12	₱29,165.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		FMS - Accounting Division
15	Accountant I	OSEC-DARB-A1- 21-1998	12	₱29,165.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None required	None required	RA 1080 (CPA)		FMS - Accounting Division
19	Administrative Officer IV (Budget Officer II)	OSEC-DARB- ADOF4-25-2004	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		FMS - Budget Division

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20	Administrative Officer IV (Budget Officer II)	OSEC-DARB- ADOF4-26-2004	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		FMS - Budget Division
21	Administrative Officer IV (Budget Officer II)	OSEC-DARB- ADOF4-27-2004	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		FMS - Budget 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 May 24, 2024.

1. Fully accomplished and duly notarized/subscribed and sworn 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, Diliman, Quezon City

rsp.darpersonnel@dar.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.