

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: August 30, 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 | Engineer III | OSEC-DARB-ENG3-41-1998 | 19 | ₱53,873.00 | Bachelor's degree in Engineering relevant to the job | 8 hours of relevant training | 2 years of relevant experience | RA 1080 | | BLTI - LTI Survey and Mapping Division |
| 2 | Administrative Officer II (HRMO I) | OSEC-DARB-ADOF2-36-2004 | 11 | ₱28,512.00 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional)/Second Level Eligibility | | Personnel Division |
| 3 | Administrative Officer II (HRMO I) | OSEC-DARB-ADOF2-38-2004 | 11 | ₱28,512.00 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional)/Second Level Eligibility | | Personnel Division |
| 4 | Administrative Officer II (HRMO I) | OSEC-DARB-ADOF2-40-2004 | 11 | ₱28,512.00 | Bachelor's degree relevant to the job | None required | None required | Career Service (Professional)/Second Level Eligibility | | Personnel Division |

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|-----|---|-------------------------|----------------------------------|-------------------|---|------------------------------|-------------------------------|---|----------------------------|---------------------|
| | | | | | Education | Training | Experience | Eligibility | Competency (if applicable) | |
| 5 | Administrative Assistant II (HRM Assistant) | OSEC-DARB-ADAS2-37-2004 | 8 | ₱20,534.00 | Completion of two-year studies in college | 4 hours of relevant training | 1 year of relevant experience | Career Service (Subprofessional)/ First Level Eligibility | | Personnel 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 September 9, 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;
 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.dar@dar.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.