

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: November 20, 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	Chief Administrative Officer	OSEC-DARB-CADOF-20-2004	24	₱94,132.00	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.	REGIONAL OFFICE III - Support To Operations Division
2	Municipal Agrarian Reform Program Officer	OSEC-DARB-MARPO-141-1998	20	₱60,157.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		BULACAN - Municipal Agrarian Reform Offices

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 December 2, 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](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:

**JAMES ARSENIO O. PONCE, CESO III**  
Regional Director  
DAR Regional Office III  
B&S Technology Center Building, Sta. Lucia,  
City of San Fernando, Pampanga  
[dar3personnel@yahoo.com](mailto:dar3personnel@yahoo.com)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.