

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 BACCAY**  
OIC-Chief Administrative Officer, Personnel Division

Date: November 22, 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 Agrarian Reform Program Officer	OSEC-DARB-CARPO-35-1998	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.	BLTI - LTI Survey and Mapping Division
2	Supervising Agrarian Reform Program Officer	OSEC-DARB-SVARPO-32-2014	22	₱74,836.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/Second Level Eligibility		BLTI - LTI Monitoring Division
3	Senior Agrarian Reform Program Officer	OSEC-DARB-SARPO-56-2014	18	₱49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		BLTI - LTI Monitoring Division
4	Senior Agrarian Reform Program Officer	OSEC-DARB-SARPO-84-1998	18	₱49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		BLTI - LTI Documentation and Coordination Division

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5	Agrarian Reform Program Officer II	OSEC-DARB-ARPO2-32-1998	15	₱38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		BLTI - LTI Documentation and Coordination Division
6	Agrarian Reform Program Officer II	OSEC-DARB-ARPO2-53-2014	15	₱38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		BLTI - LTI Monitoring Division
7	Agrarian Reform Program Officer II	OSEC-DARB-ARPO2-56-2014	15	₱38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		BLTI - LTI Documentation and Coordination Division
8	Agrarian Reform Program Officer II	OSEC-DARB-ARPO2-54-2014	15	₱38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		BLTI - LTI Monitoring Division
9	Agrarian Reform Program Officer II	OSEC-DARB-ARPO2-50-2014	15	₱38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/Second Level Eligibility		BLTI - LTI Survey and Mapping Division
10	Court Legal Researcher III	OSEC-DARB-CLR3-27-2014	18	₱49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		DARAB - Office of the Board Member
11	Court Legal Researcher III	OSEC-DARB-CLR3-28-2014	18	₱49,015.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional)/Second Level Eligibility		DARAB - Office of the Board Member

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12	Court Legal Researcher II	OSEC-DARB-CLR2-29-2014	15	₱38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/S econd Level Eligibility		DARAB - Office of the Board Member
13	Court Legal Researcher II	OSEC-DARB-CLR2-30-2014	15	₱38,413.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/S econd Level Eligibility		DARAB - Office of the Board Member

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 their application or send through the DARCO Online Recruitment Form at <https://forms.gle/jrpRs4dg76uGpiZh8>:

**MARISSA ARLENE B. BACCAY**

OIC-Chief Administrative Officer

Elliptical Road, Diliman, Quezon City

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