

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 S. BACCAY
OIC-Chief Administrative Officer, Personnel Division

Date: December 04, 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	Information Officer II	OSEC-DARB-INFO2-1-1998	15	₱38,413.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional)/S econd Level Eligibility		Public Relations and Multi-Media Division
2	Chief Administrative Officer	OSEC-DARB-CADOF-14-2004	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)/S econd 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.	FMS - Budget Division
3	Administrative Assistant II (Budgeting Assistant)	OSEC-DARB-ADAS2-28-2004	8	₱20,534.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessiona l)/ First Level Eligibility		FMS - Budget Division

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4	Administrative Assistant III (Senior Bookkeeper)	OSEC-DARB-ADAS3-16-2004	9	₱22,219.00	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		FMS - Accounting 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 December 16, 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

<https://forms.gle/BNpcFnu6qkeTi3wp6>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.