To: CIVIL SERVICE COMMISSION (CSC)

Republic of the Philippines

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DEPARTMENT OF AGRICULTURE in the CSC website:

DEPARTMENT OF AGRICULTURE Request for Publication of Vacant Positions Electronic copy to be submitted to the CSC FO must be in MS Excel format

SKY LOVE A. SARMIENTO

HRMO

Date:

07-Jun-23

	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					
No.					Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Project Evaluation Officer IV	OSEC-DAB- PEO4-51-2014	22	71511	Bachelor's Degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional)/ Second Level Eligibility	Not Applicable	Planning, Monitoring, and Evaluation Division
2	Agriculturist II	OSEC-DAB-AG2- 240-1998	15	36619	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology, and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080	Not Applicable	Field Operations Division
3	Administrative Assistant II (Human Resource Management Assistant)	OSEC-DAB- ADAS2-91-2004	8	19744	Completion of two- year studies in college or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11, s. 1996 Career Service (Sub- professional)/ First Level Eligibility	Not Applicable	Human Resource Management Section /Administrative and Finance Division

We are an equal opportunity employer. We encouraged interested individuals regardless of race, color, religion, sex, sexual orientation, pregnancy, age, civil status, disability, ethnicity or political affiliations. Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than <u>June 19, 2023</u>.

- 1. Four (4) sets of fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) with Work Experience Sheet (WES) concurred by the immediate supervisor/HRMO which can be downloaded at www.csc.gov.ph;
- 2. *Performance rating in the last rating period (if applicable);
- 3. *Photocopy of authenticated eligibility;
- 4. *Photocopy of Transcript of Records and Special Order for Masteral and Doctoral Degree, if any;
- 5. *Photocopy of Certificate of trainings attended; and
- 6. *Certificate of previous employment (if applicable).
- 7. *Applicants are advised to hand in or send their application through courier

NOTES:

- * Please present original copies for items 2-6 for certification/authentication purposes;
- * Submit 2 sets, securely fastened in each folder indicating the name, position applied for, plantilla # and place of assignment in the cover;
- * Indicate Table of Contents with tabbing on the documents:
- * Strictly follow the Guide in Filling-up the PDS and WES which can be downloaded at www.csc.gov.ph.

QUALIFIED APPLICANTS are advised to hand in or send through courier their application to:

C	ARLENE C. COLLADO, CPA
	Regional Executive Director
	Department of Agriculture RFO 10
	Antonio Luna St. , Cagayan de Oro City

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.