



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 June 19, 2023.

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](http://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](http://www.csc.gov.ph).

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

**CARLENE 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.**