

Republic of the Philippines
Department of Agriculture-Regional Field Office-Cordillera Administrative Region (DA-RFO-CAR)
Request for Publication of Vacant Positions

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MAY 28 2024 3:10 pm
MONINA LIZA C. JUAN, J. SALES
Senior HR Specialist

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the DA-RFO-CAR in the CSC website/job portal:

J. Bawayan
JOY ROSE C. BAWAYAN

HRMO

Date: May 28, 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 AGRICULTURIST	OSEC-DAB-CAGR-34-2014	24	90078	Master's Degree OR Certificate in Leadership and Management from CSC	Forty (40) hours of supervisory/management learning and development	Four (4) years of supervisory/management experience	RA 1080 ¹		Integrated Laboratories Division
2	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DAB-SRSRS-213-2014	19	51357	Bachelor's Degree relevant to the job	Eight (8) hours relevant training	Two (2) years of relevant experience	Career Service (Professional) Second Level Eligibility		Research Division
3	ADMINISTRATIVE OFFICER IV (Budget Officer II)	OSEC-DAB-ADOF4-27-2014	15	36619	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Division
4	ADMINISTRATIVE OFFICER IV (HRMO II)	OSEC-DAB-ADOF4-29-2004	15	36619	Bachelor's Degree relevant to the job	Four (4) hours of relevant training	One (1) year of relevant experience	Career Service (Professional) Second Level Eligibility		Administrative and Finance Division
5	ACCOUNTANT I	OSEC-DAB-A1-27-1998	12	29165	Bachelor's Degree in Commerce/ Business Administration major in Accounting	None Required	None Required	RA 1080 (CPA)		Administrative and Finance Division
6	ADMNISTRATIVE ASSISTANT II (Clerk IV)	OSEC-DAB-ADAS2-102-2014	8	19744	Completion of two-year studies in college	Four (4) hours relevant training	One (1) year of relevant experience	Career Service (Subprofessional)/ First Level Eligibility		Administrative and Finance Division

7	ADMINISTRATIVE AIDE VI (Clerk III)	OSEC-DAB-ADA6-56-2014	6	17553	Completion of two (2) years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility	Administrative and Finance Division
8	ADMINISTRATIVE AIDE IV (HRM Aide)	OSEC-DAB-ADA4-78-2004	4	15586	Completion of two-year studies in college	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility	Administrative & Finance Division
9	SCIENCE AIDE	OSEC-DAB-SCA-61-2014	4	15586	Elementary School Graduate	None Required	None Required	None Required (MC 11, s. 96-Cat. III)	Feed Analysis Laboratory, Integrated Laboratories Division

¹Agriculturist, Agricultural Engineer, Fisheries Technologist and Veterinarian depending on the functions, duties and responsibilities as indicated in the Position Description Form.

Note: This office provides equal employment opportunities to all applicants and prohibits discrimination on account of gender identity, sexual orientation, age, civil status, pregnancy, disability/impairment, beliefs and religion, race and ethnicity or political affiliation.

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 07, 2024.

1. Fully accomplished Personal Data Sheet (PDS [CS Form No. 212, Revised 2017]) with recent passport-sized picture and Work Experience Sheet (CSC Form No. 212 attachment) 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; and
4. Photocopy of Transcript of Records.

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

Atty. JENNILYN M. DAWAYAN, CESO IV
Regional Executive Director
BPI Compound, Guisad, Baguio City
dacar.hrmrsp@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

