

Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Request for Publication of Vacant Position

To: CIVIL SERVICE COMMISSION (CSC)

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

RECEIVED

Electronic copy to be submitted to the CSC FO, must be in MS Excel format

Office/Unit: CSC FO La Union

Transaction No. LUFO- 28- 2432

Date and Time: 11. 14. 2023 | 2: 40

Received by: G.

GRACE S. VILLANUEVA

Admin. Officer V - Human Resource Management Section


Date: November 14, 2023

No.	Position Title	Plantilla Item No.	Salary Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency	
1	Administrative Officer IV	OSEC-DAB-ADOF4-25-2014	15	P36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Second Level Eligibility / Career Service (Professional)	Intermediate: Exemplifying Integrity, Delivering Service Excellence and Professionalism, Thinking strategically, knowledge and skills in administrative and personnel related systems, procedures and processes	Administrative and Finance Division, Human Resource Management Section, Regional Field Office I, City of San Fernando, La Union

Interested and qualified applicants should signify their interest in writing. Attach the following documents and send to the address below not later than 5:00 PM of **November 29, 2023**:

- 1. Application letter indicating the position title, item number and place of assignment the applicants intends to apply for;
- 2. Fully accomplished and recently updated Notarized or Sworn Personal Data Sheet (CSC Form 212, Revised 2017) with recent passport-sized picture and accomplished Work Experience Sheet (attachment to CSC Form 212) which can be downloaded at www.csc.gov.ph;
- 3. Latest Individual Performance Commitment and Review (IPCR) (last rating period) for permanent employees;
- 4. Photocopy of certificate of eligibility, rating, valid/unexpired professional license;
- 5. Photocopy of Transcript of Records and/or Certificate of Units Taken for Unfinished Degrees/Courses;

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


ANNIE Q. BARES, DVM
Regional Executive Director
Aguila Road, Sevilla, City of San Fernando, La Union
ilocos@da.gov.ph

LATE APPLICATIONS AND APPLICATIONS WITH **INCOMPLETE** DOCUMENTS SHALL NOT BE ENTERTAINED. APPLICATION IS OPEN TO ALL INTERESTED and QUALIFIED APPLICANTS REGARDLESS OF RACE, COLOR OR ETHNICITY, GENDER OR GENDER ORIENTATION, RELIGIOUS BELIEF, ECONOMIC STATUS OR POLITICAL AFFILIATION, INCLUDING THE PHYSICALLY-DISABLED, PROVIDED THAT THE DISABILITIES DO NOT LIMIT APPLICANTS FROM PHYSICALLY PERFORMING THE DUTIES AND RESPONSIBILITIES INHERENT TO THE POSITION APPLIED FOR.