

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

CIVIL SERVICE COMMISSION  
National Capital Region  
CSCFO-DEPARTMENT OF AGRICULTURE  
**RECEIVED**  
By: Lester A. Jacinto  
Date: 13 OCT 2023 Time: \_\_\_\_\_

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 AGRICULTURE in the CSC website:

JESSAMIN B. ARANAS  
FIRMO

Date: \_\_\_\_\_

13 OCT 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay	Monthly Salary	Qualification Standards				Place of Assignment	
					Education	Training	Experience	Eligibility		Competency (if applicable)
1	ATTACHE II	OSEC-DAB-ACHE2-2-1998	25	102,690	Bachelor's Degree	Thirty two (32) hours of relevant training	Nine (9) years of relevant experience (such as but not limited to, agricultural/fishery trade negotiations/advocacy, representations in international bodies, facilitation of multi-country events, etc.)	CS Professional/ PD 907/ Appropriate (RA 1080) BAR/Board	<ol style="list-style-type: none"> <li>1. Critical thinking</li> <li>2. Intelligence Gathering</li> <li>3. Communicating Effectively and Professionally</li> <li>4. Diplomacy and Protocol</li> <li>5. Adaptability</li> <li>6. Exemplifying Integrity</li> <li>7. Delivering Service Excellence</li> <li>8. Managing Information and Knowledge</li> <li>9. Efficiency and Timeliness</li> <li>10. Planning, Organizing and Delivering</li> <li>11. Creativity and Innovation</li> <li>12. Delivering Service Excellence</li> <li>13. Knowledge in Office Productivity Tools</li> <li>14. Strategic thinking</li> <li>15. Responsibility and Accountability</li> <li>16. Effective Negotiation</li> <li>17. Partnering and Networking</li> <li>18. Conflict Resolution and Management</li> <li>19. Diplomacy and Social Intelligence</li> <li>20. Building Collaborative and Inclusive Working Relationships</li> <li>21. Leading Change and Actively Seeking Innovation</li> <li>22. Office Management</li> <li>23. Personnel Management</li> <li>24. Coaching and Mentoring</li> </ol>	To be determined (Local/Abroad)
2	AGRICULTURIST II	OSEC-DAB-AG2-1-1998	15	36,619	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	<ol style="list-style-type: none"> <li>1. Technical Knowledge on Agriculture/Fisheries</li> <li>2. Oral and Written Communication Skills</li> <li>3. Interpersonal Skills</li> <li>4. Computer Literacy and Knowledge of Office Productivity Tools</li> <li>5. Analytical Skills</li> </ol>	Office of the Secretary
3	AGRICULTURIST II	OSEC-DAB-AG2-735-1998	15	36,619	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	<ol style="list-style-type: none"> <li>1. Technical Knowledge on Agriculture/Fisheries</li> <li>2. Oral and Written Communication Skills</li> <li>3. Interpersonal Skills</li> <li>4. Computer Literacy and Knowledge of Office Productivity Tools</li> <li>5. Analytical Skills</li> </ol>	Office of the Secretary
4	AGRICULTURIST II	OSEC-DAB-AG2-846-1998	15	36,619	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	<ol style="list-style-type: none"> <li>1. Technical Knowledge on Agriculture/Fisheries</li> <li>2. Oral and Written Communication Skills</li> <li>3. Interpersonal Skills</li> <li>4. Computer Literacy and Knowledge of Office Productivity Tools</li> <li>5. Analytical Skills</li> </ol>	Office of the Secretary



5	INTERNAL AUDITOR IV	OSEC-DAB-IAUD4-4-2013	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	<ol style="list-style-type: none"> <li>1. General and specific knowledge on operations and management audit</li> <li>2. Decisive, incorruptible and unbreakable</li> <li>3. Excellent communications skills</li> <li>4. Efficient in reviewing draft audit reports</li> <li>5. Professionalism</li> <li>6. Interpersonal skills</li> <li>7. Initiative</li> <li>8. Team player</li> <li>9. Stress tolerant</li> <li>10. Knowledge about the organization, its program and project process</li> <li>11. Keeping up to date with industry and regulatory changes</li> </ol>	Operations Audit Division
6	INTERNAL AUDITOR I	OSEC-DAB-IAUD1-5-2013	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Excellent communications skills</li> <li>2. Efficient in observing, collecting and recording data</li> <li>3. Efficient in researching laws, rules and regulations, policies, guidelines and relevant government issuances</li> <li>4. Effective in questioning and probing</li> <li>5. Professionalism</li> <li>6. Team player</li> <li>7. Initiative</li> <li>8. Decisive</li> <li>9. Stress tolerant</li> </ol>	Operations Audit Division
7	INTERNAL AUDITOR V	OSEC-DAB-IAUD5-4-2013	24	90078	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management / learning and development interventions	4 years of supervisory/ management experience	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Building collaborative, inclusive working relationships</li> <li>2. Managing performance and coaching for results</li> <li>3. Leading change</li> <li>4. Thinking strategically and creatively</li> <li>5. Creating and nurturing a high performing organization</li> <li>6. Knowledge and expertise in internal auditing specific to management audit or system/process audit</li> <li>7. Knowledge about the organization and its program and project processes</li> </ol>	Management Audit Division
8	PROJECT MANAGER III	OSEC-DAB-PM3-2-2019	27	131124	Master's Degree or Certificate in Leadership and Management from the CSC	120 hours of supervisory / management / learning and development intervention	5 years of supervisory / management experience	Career Service (Professional) / Second Level Eligibility	<p><b>COMPETENCIES REQUIRED (Advanced Level):</b></p> <ol style="list-style-type: none"> <li>1. Project Development, Management and Operations</li> <li>2. Financial Management</li> <li>3. Monitoring and Evaluation Skills</li> <li>4. Impact Assessment and Audit Skills</li> <li>5. Oral and Written Communication Skills</li> </ol> <p><b>LEADERSHIP COMPETENCIES: (Advance Level):</b></p> <ol style="list-style-type: none"> <li>1. Building Collaborative, inclusive working relationships</li> <li>2. Managing performance and coaching for results</li> <li>3. Leading Change</li> <li>4. Thinking strategically and creativity</li> <li>5. Creating and nurturing a high performance organization</li> </ol>	Food Development Center - Office of the Manager
9	ADMINISTRATIVE ASSISTANT III	OSEC-DAB-ADAS3-11-2019	9	21211	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 No. 11 s. 1996 / Career Service (Subprofessional) / First Level Eligibility	<ol style="list-style-type: none"> <li>1. Knowledgeable on information technology</li> <li>2. Knowledgeable on use and maintenance of computer software and hardware</li> <li>3. Oral and communication skills</li> </ol>	Food Development Center - Office of the Manager



10	CHIEF SCIENCE RESEARCH SPECIALIST	OSEC-DAB-CSRS-23-2019	24	90078	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management / learning and development interventions	4 years of supervisory/ management experience	Career Service (Professional) / Second Level Eligibility	<p><b>COMPETENCIES REQUIRED (INTERMEDIATE LEVEL):</b></p> <ol style="list-style-type: none"> <li>1. Ability to develop people and lead change</li> <li>2. Ability to demonstrate knowledge and application of terminology, tools, tactics, principles and practices, as relevant to the successful implementation of a plan.</li> <li>3. Ability to identify opportunities and take action to build strategic relationship between other teams, departments, units or organizations to help achieve goals.</li> <li>4. Ability to recommend suitable laboratory tests for the submitted food samples based on the purpose or requests and evaluate test results appropriately.</li> <li>5. Ability to propose and implement test methods development and validation for emerging contaminants in food.</li> <li>6. Ability to upgrade laboratory equipment and instruments for more efficient conduct of analysis to be at par with the local and international counterpart laboratories.</li> </ol> <p><b>LEADERSHIP COMPETENCIES REQUIRED (INTERMEDIATE LEVEL):</b></p> <ol style="list-style-type: none"> <li>1. Building collaborative, inclusive working relationships</li> <li>2. Managing performance and coaching for results</li> <li>3. Leading change</li> <li>4. Thinking strategically and creatively</li> <li>5. Creating and nurturing a high performance organization</li> <li>6. Ability to manage performance and coach for results</li> <li>7. Ability to think strategically and creatively</li> </ol>	Food Development Center - Quality Evaluation Division
11	SCIENCE RESEARCH SPECIALIST II	OSEC-DAB-SRAS2-14-2019	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	<p><b>CORE COMPETENCIES REQUIRED (BASIC LEVEL)</b></p> <ol style="list-style-type: none"> <li>1. Oral and written communication skills</li> <li>2. Analytical, logical and creative thinking skills</li> <li>3. Attention to detail</li> <li>4. Problem solving abilities</li> <li>5. Interpersonal skills</li> </ol> <p><b>TECHNICAL COMPETENCIES REQUIRED (INTERMEDIATE LEVEL):</b></p> <ol style="list-style-type: none"> <li>1. Knowledge and ability to conduct physical and sensory evaluation, microanalysis, package testing, and evaluation of product label and drafting of nutrition facts panel.</li> <li>2. Knowledge and ability to perform various quality assurance activities in the Physical and Sensory Evaluation Laboratory.</li> <li>3. Ability to operate equipment with minimum supervision.</li> <li>4. Ability to conduct research and analysis of data obtained in the course of analysis/experiments.</li> <li>5. Must be computer literate.</li> </ol>	Food Development Center - Quality Evaluation Division
12	SCIENCE RESEARCH SPECIALIST I	OSEC-DAB-SRAS1-9-2019	13	31, 320	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	<p><b>CORE COMPETENCIES REQUIRED (BASIC LEVEL)</b></p> <ol style="list-style-type: none"> <li>1. Oral and written communication skills</li> <li>2. Analytical, logical and creative thinking skills</li> <li>3. Attention to detail</li> <li>4. Problem solving abilities</li> <li>5. Interpersonal skills</li> </ol> <p><b>TECHNICAL COMPETENCIES REQUIRED (INTERMEDIATE LEVEL):</b></p> <ol style="list-style-type: none"> <li>1. Knowledge and ability to prepare culture media and reagents.</li> <li>2. Knowledge and ability to perform various quality assurance activities in the Microbiology Laboratory.</li> <li>3. Knowledge and ability to conduct simple microbiological analysis and prepare reports of analysis.</li> <li>4. Ability to act as facilitator or laboratory instructor in training related to food microbiology.</li> <li>5. Must be computer literate.</li> </ol>	Food Development Center - Quality Evaluation Division



13	SCIENCE RESEARCH SPECIALIST I	OSEC-DAB-SRAS1-11-2019	13	31320	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	<p><b>CORE COMPETENCIES REQUIRED (BASIC LEVEL)</b></p> <ol style="list-style-type: none"> <li>1. Oral and written communication skills</li> <li>2. Analytical, logical and creative thinking skills</li> <li>3. Attention to detail</li> <li>4. Problem solving abilities</li> <li>5. Interpersonal skills</li> </ol> <p><b>TECHNICAL COMPETENCIES REQUIRED (INTERMEDIATE LEVEL):</b></p> <ol style="list-style-type: none"> <li>1. Knowledge and ability to conduct chemical analysis of food and food products and prepare report analysis.</li> <li>2. Ability to operate and maintain laboratory equipment used in performing chemical analyses.</li> <li>3. Knowledge and ability to conduct quality assurance activities in a Chemistry Laboratory including quality control reports and uncertainty of measurements.</li> <li>4. Ability to assist in the preparation of project proposals and/or work plans of chemistry R&amp;D/special projects.</li> <li>5. Must be computer literate.</li> </ol>	Food Development Center - Quality Evaluation Division
14	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DAB-SRSRS-24-2019	19	51357	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Competent in research proposal conceptualization and presentation including technical writing of scientific outputs.</li> <li>2. Capable in research project implementation and quality control of laboratory resources (facilities, equipment, kits and reagents).</li> <li>3. Knowledgeable in bioinformatics and primer design.</li> <li>4. Proficient in molecular techniques (e.g. cloning, transformation/transfection, and nucleic acid and protein isolations).</li> </ol>	Food Development Center - Technology Department Division
15	SCIENCE RESEARCH SPECIALIST II	OSEC-DAB-SRAS2-17-2019	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Familiarity in retort operation and canning process.</li> <li>2. Skills in technical writing and presentation of research outputs.</li> <li>3. Familiarity in packaging materials used in thermal processing.</li> <li>4. Preferably with working background in microbiology, product development, and/or shelf-life studies</li> <li>5. Familiarity in relevant regulations and guidelines in thermal processing and canning process (e.g. those from Code of Federal Regulations, Institute For Thermal Processing Specialists, etc.) is an advantage.</li> </ol>	Food Development Center - Technology Department Division
16	SCIENCE RESEARCH SPECIALIST II	OSEC-DAB-SRAS2-18-2019	16	39672	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Capable in research project implementation and quality control of laboratory resources (facilities, equipment, kits and reagents).</li> <li>2. Knowledgeable in bioinformatics and primer design.</li> <li>3. Proficient in molecular techniques (e.g. cloning, transformation/transfection, and nucleic acid and protein isolations).</li> <li>4. Skills in technical writing and presentation of research outputs.</li> </ol>	Food Development Center - Technology Department Division
17	SCIENCE RESEARCH ANALYST	OSEC-DAB-SRAN-10-2019	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Awareness in basic laboratory operations and procedures.</li> <li>2. Skills in sample and reagent preparations.</li> <li>3. Knowledge in research proposal, scientific and technical writing.</li> </ol>	Food Development Center - Technology Department Division
18	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DAB-SRSRS-20-2019	19	51357	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Program/project management</li> <li>2. Ability to develop food safety training modules</li> <li>3. Presenting and Speaking skills</li> <li>4. Technical writing skills</li> <li>5. Building collaborative and inclusive working relationships</li> <li>6. Computer literacy</li> </ol>	Food Development Center - Industry Services Division



19	SENIOR SCIENCE RESEARCH SPECIALIST	OSEC-DAB-SRSRS-21-2019	19	51357	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Ability to lead the implementation of Quality Assurance</li> <li>2. Ability to develop and implement HACCP or Food Safety Plan for various food commodities</li> <li>3. Ability to assess the compliance or conformance of food business operators to local and international food safety regulations and standards</li> <li>4. Ability to develop project proposals</li> <li>5. Ability to develop and implement food safety-related training courses</li> <li>6. Technical writing skills</li> <li>7. Interpersonal Relations</li> <li>8. Computer literacy</li> </ol>	Food Development Center - Industry Services Division
20	SCIENCE RESEARCH SPECIALIST I	OSEC-DAB-SRAS1-14-2019	13	31320	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Ability to integrate food safety concept in the production or manufacturing of various food commodities</li> <li>2. Ability to implement Quality Assurance activities during the production or manufacturing of food commodities</li> <li>3. Ability to develop project proposals utilizing FDC Pilot Processing Plant in the conversion of raw agricultural produce into high valued food products</li> <li>4. Technical writing skills</li> <li>5. Interpersonal Relations</li> <li>6. Computer literacy</li> </ol>	Food Development Center - Industry Services Division
21	MECHANICAL PLANT OPERATOR II	OSEC-DAB-MPO2-22-2019	6	17553	High School Graduate or Completion of relevant vocational / trade course	None required	None required	Mechanical Equipment Operator Eligibility (-50 hp) / MC No. 10, s. 2013 - Cat II	<ol style="list-style-type: none"> <li>1. Basic knowledge in computer</li> <li>2. Basic knowledge in the operation simple pilot plant equipment</li> <li>3. Basic knowledge in the repair and preventive maintenance of simple pilot plant equipment</li> <li>4. Knowledgeable in how to use simple hand and electric tools</li> </ol>	Food Development Center - Engineering Services Division
22	CHIEF ADMINISTRATIVE OFFICER	OSEC-DAB-CADOF-17-2019	24	90078	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management / learning and development interventions	4 years of supervisory/ management experience	Career Service (Professional) / Second Level Eligibility	<p><b>COMPETENCIES REQUIRED (INTERMEDIATE LEVEL):</b></p> <ol style="list-style-type: none"> <li>1. Ability to develop people and lead change</li> <li>2. Ability to build collaborative inclusive working relationship</li> <li>3. Logical, analytical and creative thinking skills</li> <li>4. Attention to details</li> <li>5. Oral and written communication skills</li> </ol> <p><b>LEADERSHIP COMPETENCIES REQUIRED (INTERMEDIATE LEVEL):</b></p> <ol style="list-style-type: none"> <li>1. Building collaborative, inclusive working relationships</li> <li>2. Managing performance and coaching for results</li> <li>3. Leading change</li> <li>4. Thinking strategically and creatively</li> <li>5. Creating and nurturing a high performance organization</li> </ol>	Food Development Center - Financial and Administrative Division
23	ADMINISTRATIVE OFFICER V	OSEC-DAB-ADOF5-13-2019	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	<p><b>COMPETENCIES REQUIRED (INTERMEDIATE LEVEL):</b></p> <ol style="list-style-type: none"> <li>1. Knowledge on RA 9184</li> <li>2. Knowledge on database administration</li> <li>3. Good oral and written communication skills</li> <li>4. Delivering service excellence</li> <li>5. Documentation skills</li> <li>6. Attention to details</li> <li>7. Collaborative and coordination skills</li> <li>8. Interpersonal skills</li> </ol> <p><b>LEADERSHIP COMPETENCIES REQUIRED (BASIC LEVEL):</b></p> <ol style="list-style-type: none"> <li>1. Ability to build collaborative, inclusive working relationship</li> <li>2. Teamwork</li> </ol>	Food Development Center - Financial and Administrative Division



24	ADMINISTRATIVE OFFICER V	OSEC-DAB-ADOF5-14-2019	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	<p><b>COMPETENCIES REQUIRED (INTERMEDIATE LEVEL):</b></p> <ol style="list-style-type: none"> <li>1. Knowledge on database administration</li> <li>2. Knowledge in office productivity tools</li> <li>3. Oral and written communication skills</li> <li>4. Analytical, logical and creative thinking skills</li> <li>5. Documentation skills</li> <li>6. Attention to details</li> <li>7. Problem solving abilities</li> <li>8. Collaborative and coordination skills</li> <li>9. Interpersonal skills</li> </ol> <p><b>LEADERSHIP COMPETENCIES REQUIRED (BASIC LEVEL):</b></p> <ol style="list-style-type: none"> <li>1. Ability to build collaborative inclusive working relationships</li> <li>2. Ability to think strategically and creatively</li> </ol>	Food Development Center - Financial and Administrative Division
25	DEVELOPMENT MANAGEMENT OFFICER II	OSEC-DAB-DMO2-2-2023	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Oral and written communication skills in English and Filipino</li> <li>2. Coordination and collaboration skills</li> <li>3. Creative and analytical thinking skills</li> <li>4. Knowledge of office productivity tools</li> </ol>	NOAP-NPCO Advocacy and Policy Division
26	DEVELOPMENT MANAGEMENT OFFICER II	OSEC-DAB-DMO2-3-2023	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Oral and written communication skills in English and Filipino</li> <li>2. Coordination and collaboration skills</li> <li>3. Creative and analytical thinking skills</li> <li>4. Knowledge of office productivity tools</li> </ol>	NOAP-NPCO Advocacy and Policy Division
27	DEVELOPMENT MANAGEMENT OFFICER II	OSEC-DAB-DMO2-4-2021	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Oral and written communication skills in English and Filipino</li> <li>2. Coordination and collaboration skills</li> <li>3. Logical and analytical thinking skills</li> <li>4. Knowledge of office productivity tools</li> </ol>	NOAP-NPCO Advocacy and Policy Division
28	DEVELOPMENT MANAGEMENT OFFICER I	OSEC-DAB-DMO1-4-2023	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Oral and written communications skills in English and Filipino</li> <li>2. Coordination and collaboration skills</li> <li>3. Logical and analytical thinking skills</li> <li>4. Knowledge of office productivity tools</li> </ol>	NOAP-NPCO Advocacy and Policy Division
29	PROJECT DEVELOPMENT OFFICER IV	OSEC-DAB-PDO4-9-2021	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	<ol style="list-style-type: none"> <li>1. Oral and written communication skills in English and Filipino</li> <li>2. Leadership skills</li> <li>3. Conflict management skills</li> <li>4. Technical skills in project development, M&amp;E, and plan and budget</li> <li>5. Critical, logical and analytical thinking skills</li> <li>6. Collaboration skills</li> <li>7. Interpersonal skills</li> <li>8. Knowledge of office productivity tools</li> </ol>	NOAP-NPCO Project Development Support Division
30	PROJECT DEVELOPMENT OFFICER II	OSEC-DAB-PDO2-1-2023	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Oral and written communications skills in English and Filipino</li> <li>2. Technical skills on monitoring and evaluation</li> <li>3. Coordination and collaboration skills</li> <li>4. Attention to details</li> <li>5. Critical, logical and analytical thinking skills</li> <li>6. Interpersonal skills</li> <li>7. Problem-solving skills</li> <li>8. Knowledge of office productivity tools</li> </ol>	NOAP-NPCO Project Development Support Division



31	PROJECT DEVELOPMENT OFFICER II	OSEC-DAB-PDO2-2-2023	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Oral and written communications skills in English and Filipino 2. Technical skills on project development 3. Coordination and collaboration skills 4. Attention to details 5. Critical, logical and analytical thinking skills 6. Interpersonal skills 7. Problem-solving skills 8. Knowledge of office productivity tools	NOAP-NPCO Project Development Support Division
32	ADMINISTRATIVE ASSISTANT II	OSEC-DAB-ADAS2-7-2021	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 No. 11 s. 1996 / Career Service (Subprofessional) / First Level Eligibility	1. Oral and written communications skills in English and Filipino 2. Organization skills 3. Time management 4. Attention to detail 5. Problem-solving skills 6. Customer service skills 7. Knowledge of office productivity tools	NOAP-NPCO Project Development Support Division
33	PLANNING OFFICER II	OSEC-DAB-PLO2-1-1998	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Knowledge in strategic planning and the government planning and budgeting cycle 2. Technical knowledge in the agriculture and fisheries sector 3. Technical knowledge in the mandates of the Department and its Operating Units 4. Research and data gathering skills 5. Technical writing and oral communication skills 6. Coordination, liaising and documentation skills	Planning and Programming Division
34	PLANNING OFFICER II	OSEC-DAB-PLO2-18-1998	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Knowledge in strategic planning and the government planning and budgeting cycle 2. Technical knowledge in the agriculture and fisheries sector 3. Technical knowledge in the mandates of the Department and its Operating Units 4. Research and data gathering skills 5. Technical writing and oral communication skills 6. Coordination, liaising and documentation skills	Planning and Programming Division
35	PLANNING OFFICER II	OSEC-DAB-PLO2-72-2014	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Technical writing skills 2. Office productivity tools/collaboration tools/computer and office applications 3. Analytical and evaluation skills 4. Presentation skills / oral communication skills 5. Coordination /liaising skills	Investment Programming Division
36	PLANNING OFFICER II	OSEC-DAB-PLO2-74-2014	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Technical writing skills 2. Office productivity tools/collaboration tools/computer and office applications 3. Analytical and evaluation skills 4. Presentation skills / oral communication skills 5. Coordination /liaising skills	Investment Programming Division
37	PLANNING OFFICER I	OSEC-DAB-PLO1-17-2014	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1. Technical writing skills 2. Office productivity tools/collaboration tools/computer and office application 3. Analytical and evaluation skills 4. Presentation skills / oral communication skills coordination / liaising skills	Investment Programming Division



38	PROJECT EVALUATION OFFICER II	OSEC-DAB-PEO2-6-1998	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Strong analytical and research skills;</li> <li>2. Above average oral communication and technical writing skills;</li> <li>3. Basic skills in developing quantitative and qualitative data collection tools, including sampling and surveys;</li> <li>4. Good knowledge of result-based monitoring and evaluation, including monitoring and evaluation techniques and practices;</li> <li>5. Strong knowledge in office productivity tools, and data analytics, manipulation and visualization tools;</li> <li>6. Strong ability to extract, interpret, analyze data and present it in a comprehensive and understandable manner for various audiences using technical reports, infographics and other communication products, among others;</li> <li>7. Proficiency in multitasking and ability to produce high-quality products in a fast-paced environment with fluctuating priorities and deadlines;</li> <li>8. Sense of responsibility and accountability and ability to work independently with minimal supervision; and</li> <li>9. Strong organizational skills, effective attention to detail, ability to prioritize and meet deadlines.</li> </ol>	Monitoring and Evaluation Division
39	PROJECT EVALUATION OFFICER II	OSEC-DAB-PEO2-72-2014	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Strong knowledge in office productivity tools such as Microsoft &amp; Google and data analytics, manipulation and visualization tools;</li> <li>2. Basic skills in developing surveys and other data collection tools;</li> <li>3. Strong ability to extract, interpret, analyze data and present it in a comprehensive and understandable manner for various audiences using technical reports, infographics and other communication products, among others ;</li> <li>4. Above average oral communications skills (oral and written);</li> <li>5. Proficiency in multitasking and ability to produce high-quality products in a fast-paced environment with fluctuating priorities and deadlines;</li> <li>6. Sense of responsibility and accountability and ability to work independently with minimal supervision; and</li> <li>7. Strong organizational skills, effective attention to detail, ability to prioritize and meet deadlines</li> </ol>	Monitoring and Evaluation Division
40	PROJECT EVALUATION OFFICER II	OSEC-DAB-PEO2-74-2014	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Strong knowledge in office productivity tools such as Microsoft &amp; Google and data analytics, manipulation and visualization tools;</li> <li>2. Basic skills in developing surveys and other data collection tools;</li> <li>3. Strong ability to extract, interpret, analyze data and present it in a comprehensive and understandable manner for various audiences using technical reports, infographics and other communication products, among others ;</li> <li>4. Above average oral communications skills (oral and written);</li> <li>5. Proficiency in multitasking and ability to produce high-quality products in a fast-paced environment with fluctuating priorities and deadlines;</li> <li>6. Sense of responsibility and accountability and ability to work independently with minimal supervision; and</li> <li>7. Strong organizational skills, effective attention to detail, ability to prioritize and meet deadlines</li> </ol>	Monitoring and Evaluation Division
41	PROJECT EVALUATION OFFICER I	OSEC-DAB-PEO1-75-2014	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	<ol style="list-style-type: none"> <li>1. Basic skills in Project Development and Management Cycle</li> <li>2. Above Average Communication skills (oral and written)</li> <li>3. Strong analytical and probing skills</li> <li>4. Knowledge in office productivity tools</li> <li>5. Sense of Responsibility and Accountability</li> <li>6. Ability to work under pressure and meet deadlines</li> </ol>	Monitoring and Evaluation Division

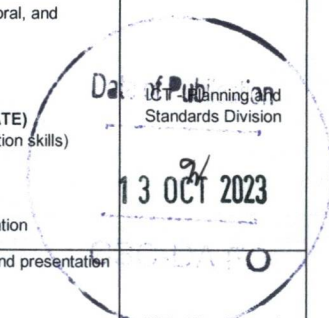
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42	PROJECT EVALUATION OFFICER I	OSEC-DAB-PEO1-76-2014	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1. Basic skills in Project Development and Management Cycle 2. Above Average Communication skills (oral and written) 3. Strong analytical and probing skills 4. Knowledge in office productivity tools 5. Sense of Responsibility and Accountability 6. Ability to work under pressure and meet deadlines	Monitoring and Evaluation Division
43	ADMINISTRATIVE ASSISTANT II	OSEC-DAB-ADAS2-123-2014	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 No. 11 s. 1996 / Career Service (Subprofessional) / First Level Eligibility	1. Basic records management 2. Technical knowledge in procurement and financial work plan 3. Above average communication skills (oral and written) 4. Knowledge in office productivity tools 5. Sense of responsibility and accountability 6. Ability to work under pressure and meet deadlines 7. Documentation skills	Monitoring and Evaluation Division
44	PROJECT DEVELOPMENT OFFICER V	OSEC-DAB-PDO5-3-1998	24	90078	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management / learning and development interventions	4 years of supervisory/ management experience	Career Service (Professional) / Second Level Eligibility	1. Technical Knowledge in: a. Agriculture and Fishery b. Project Development Cycle c. Financial and Economic Analyses d. Project development and evaluation 2. Written Communication 3. Oral Communication 4. Office Productivity Tools 5. Planning 6. Networking 7. Leadership and Management a. Building collaborative, inclusive working relationships b. Managing performance and coaching of results c. Leading change d. Thinking strategically and creatively e. Creating and nurturing high performance organization 8. Interpersonal	Project Identification and Evaluation Division
45	PROJECT DEVELOPMENT OFFICER III	OSEC-DAB-PDO3-3-1998	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Technical Knowledge in: a. Agriculture and Fishery b. Project Development Cycle c. Financial and Economic Analyses d. Tools for project development/ evaluation 2. Written Communication 3. Oral Communication 4. Office Productivity Tools 5. Planning 6. Networking 7. Attention to details 8. Interpersonal	Project Identification and Evaluation Division
46	PROJECT DEVELOPMENT OFFICER I	OSEC-DAB-PDO1-62-2014	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1. Technical Knowledge in Agriculture and Fishery 2. Knowledge on Project Development and Evaluation 3. Written Communication 4. Oral Communication 5. Office Productivity Tools 6. Attention to details	Project Identification and Evaluation Division
47	PROJECT DEVELOPMENT OFFICER II	OSEC-DAB-PDO2-59-2014	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Technical knowledge in: a. Agriculture and fisheries b. Project Development Cycle c. Financial and economic analyses d. Tools for project development 2. Written communication 3. Oral communication 4. Office productivity tools 5. Coordination and networking 6. Attention to details 7. Interpersonal Skills	Project Packaging and Resource Mobilization Division



48	DEVELOPMENT MANAGEMENT OFFICER III	OSEC-DAB-DMO3-68-2014	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Experienced in knowledge management 2. Proficient in oral and written communications 3. Highly skilled in data gathering, interpretation and analysis 4. Knowledgeable in Office Productivity tools 5. Can work with minimal supervision 6. Trained in stress management	Macro-Economic Policy Division
49	DEVELOPMENT MANAGEMENT OFFICER II	OSEC-DAB-DMO2-92-2014	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Highly skilled in data gathering, interpretation and analysis 2. Proficient in oral and written communications 3. Knowledgeable in Office Productivity tools 4. Can work with minimal supervision 5. Capable of working under pressure	Macro-Economic Policy Division
50	DEVELOPMENT MANAGEMENT OFFICER I	OSEC-DAB-DMO1-171-2014	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1. Highly skilled in Office Productivity tools 2. Skilled in data gathering, interpretation and analysis 3. Proficient in oral and written communications 4. Knowledgeable in Administrative work	Macro-Economic Policy Division
51	DEVELOPMENT MANAGEMENT OFFICER V	OSEC-DAB-DMO5-27-2014	24	90078	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management / learning and development interventions	4 years of supervisory/ management experience	Career Service (Professional) / Second Level Eligibility	1. Managing performance and coaching for results 2. Leading change 3. Thinking strategically and creatively 4. Creating and nurturing a high performing organization 5. Building collaborative, inclusive working relationships 6. Policy Development 7. Good analytical skill 8. Good oral and written communication 9. Management and receptivity to learn continuously 10. Can withstand work pressure 11. Inter-personal skill	Food, Agriculture and Fisheries Policy Division
52	DEVELOPMENT MANAGEMENT OFFICER III	OSEC-DAB-DMO3-1-1998	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Policy development 2. Technical writing skills 3. Oral communication skills 4. Written communication skills 5. Knowledge of data interpretation and analyses 6. Knowledge of data gathering 7. Knowledge of office productivity tools; and 8. Inter-personal skills	Food, Agriculture and Fisheries Policy Division
53	DEVELOPMENT MANAGEMENT OFFICER II	OSEC-DAB-DMO2-94-2014	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Above average communication skills (oral and written) 2. Above average interpersonal skills 3. Above average computer literacy 4. Ability to work under pressure 5. Has sense of responsibility and accountability.	Food, Agriculture and Fisheries Policy Division
54	INFORMATION TECHNOLOGY OFFICER II	OSEC-DAB-ITO2-110-2014	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	<b>CORE COMPETENCIES (ABOVE AVERAGE)</b> 1. Management decision-making skills 2. Communication proficiency (effective written, oral, and presentation skills) 3. Time management skills 4. Analytical and creative thinking <b>LEADERSHIP COMPETENCIES (INTERMEDIATE)</b> 1. Interpersonal skills (collaboration and coordination skills) 2. Strategic thinking 3. Coaching and mentoring skills 4. Leading change 5. Create and nurture a high-performing organization	ICT - Planning and Standards Division
55	COMPUTER PROGRAMMER II	OSEC-DAB-COMPRO2-23-2014	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Communication skills (effective written, oral, and presentation skills) 2. Analytical, logical, and creative thinking 3. Attention to details 4. Research skills 5. Interpersonal skills (collaboration and coordination skills) 6. Time management skills	ICT - Planning and Standards Division



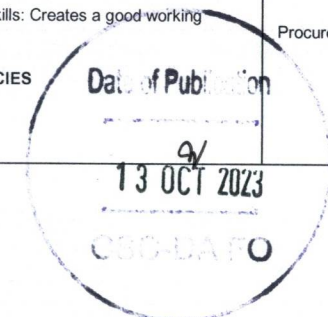
56	COMPUTER PROGRAMMER II	OSEC-DAB-COMPRO2-24-2014	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. knowledge in project management 2. knowledge in business process analysis 3. Analytical, logical, and creative thinking 4. Attention to details 5. Communication skills (effective written, oral, and presentation skills) 6. Interpersonal skills (collaboration and coordination skills) 7. Time management skills	ICT - Planning and Standards Division
57	COMPUTER PROGRAMMER III	OSEC-DAB-COMPRO3-1-1998	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Programming proficiency in using open source languages and the use of frameworks and application programming interface; 2. Intermediate knowledge in the use of relational database management softwares such as MySQL, MariaDB and MS SQL; 3. Problem Solving/Analysis skills; 4. Business process re-engineering, 5. Teamwork Orientation; 6. Time Management; and 7. Good Oral and Written Communication skills.	Systems and Application Development Division
58	COMPUTER PROGRAMMER III	OSEC-DAB-COMPRO3-23-2014	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Programming proficiency in using open source languages and the use of frameworks and application programming interfaces; 2. Intermediate knowledge in using of relational database management softwares such as MySQL, MariaDB and MS SQL; 3. Problem Solving/Analysis skills; 4. Business process re-engineering, 5. Teamwork Orientation; 6. Time Management; and 7. Good Oral and Written Communication skills.	Systems and Application Development Division
59	COMPUTER PROGRAMMER II	OSEC-DAB-COMPRO2-22-2014	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Programming proficiency in using open source languages and the use of frameworks and application programming interfaces; 2. Intermediate knowledge in using of relational database management softwares such as MySQL, MariaDB and MS SQL; 3. Problem Solving/Analysis skills; 4. Teamwork Orientation; 5. Time Management; and 6. Good Oral and Written Communication skills.	Systems and Application Development Division
60	ADMINISTRATIVE ASSISTANT III	OSEC-DAB-ADAS3-56-2014	9	21211	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 No. 11 s. 1996 / Career Service (Subprofessional) / First Level Eligibility	1. Document management skills; 2. Communication skills (written and oral); 3. Attention to detail; 4. Customer relations skills; 5. Prioritizing; and 6. Coordination work.	Systems and Application Development Division
61	COMPUTER PROGRAMMER II	OSEC-DAB-COMPRO2-20-2014	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Computer literacy 2. Logical and analytical skills 3. Content management system, database management application and tools skills 4. Communication skills (oral and written) 5. Interpersonal skills 6. Ability to work under pressure 7. Attention to details 8. Time management skills, with sense of responsibility and accountability	Database Management Division
62	ADMINISTRATIVE ASSISTANT V	OSEC-DAB-ADAS5-4-2004	11	27000	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC No. 11 s. 1996 / Career Service (Subprofessional) / First Level Eligibility	1. Communication skills 2. Knowledge on document management 3. With sense of urgency 4. Organizational skills 5. Coordination skills 6. Time management skills	Database Management Division
63	ADMINISTRATIVE ASSISTANT III	OSEC-DAB-ADAS3-6-2004	9	21211	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 No. 11 s. 1996 / Career Service (Subprofessional) / First Level Eligibility	1. Knowledge on Content Management System 2. Graphics arts 3. Organizational skills 4. Attention to details 5. Interpersonal skills	Database Management Division



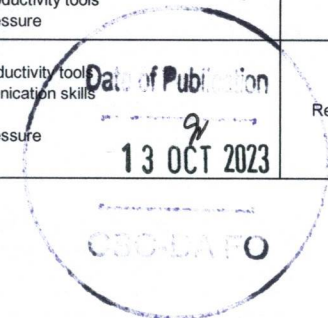
64	INFORMATION TECHNOLOGY OFFICER III	OSEC-DAB-ITO3-54-2014	24	90078	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management / learning and development interventions	4 years of supervisory/ management experience	Career Service (Professional) / Second Level Eligibility	1. Building collaborative, and inclusive working relationships 2. Managing performance and coaching for results 3. Leading Change 4. Thinking strategically and creatively 5. Creating and Nurturing a High Performing organization	Network Operations and Management Division
65	COMPUTER PROGRAMMER II	OSEC-DAB-COMPRO2-17-2014	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Technical skills on hardware, software, operating system, storage technologies, backup technologies and network monitoring and management; a. Configuration Management b. Linux and Windows server administration and management c. Virtualization d. Data Center, Network Operations and Risk Management e. Information and Database Systems 2. Research skills; 3. Process documentation skills; 4. Analytical thinking skills; and 5. Communication skills (effective written, oral and presentation skills).	Network Operations and Management Division
66	ADMINISTRATIVE ASSISTANT III	OSEC-DAB-ADAS3-52-2014	9	21211	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 No. 11 s. 1996 / Career Service (Subprofessional) / First Level Eligibility	1. Documentation management skills; 2. Attention to details; 3. Prioritizing; 4. Customer relations skills; and 5. Communication skills (effective written, oral and presentation skills).	Network Operations and Management Division
67	ELECTRONICS AND COMMUNICATIONS EQUIPMENT TECHNICIAN II	OSEC-DAB-ECET2-112-2014	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	Electronics Equipment Technician (MC No. 10, s. 2013 - Cat II)	1. Technical skills on hardware, software and network maintenance; 2. Problem Solving/Analysis; 3. Customer relations skills; 4. Teamwork Orientation; 5. Time Management; and 6. Communication skills (effective written, oral and presentation skills).	Network Operations and Management Division
68	ADMINISTRATIVE AIDE VI	OSEC-DAB-ADA6-61-2004	6	17553	Completion of two-year studies in college or High School Graduate with relevant vocational/trade course	None required	None required	Communications Equipment Operator (MC No. 10, s. 2013 - Cat II)	1. Technical skills on telephone operations and maintenance; 2. Problem Solving/Analysis; 3. Customer relations skills; 4. Teamwork Orientation; 5. Time Management; and 6. Communication skills (effective written, oral and presentation skills).	Network Operations and Management Division
69	ADMINISTRATIVE OFFICER IV	OSEC-DAB-ADOF4-17-2004	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Knowledge in Organizational and Staffing Analysis 2. Solving Problems and Decision Making 3. Delivering Service Excellence 4. Demonstrating Personal Effectiveness 5. Speaking Effectively 6. Writing Effectively 7. Championing and Applying Innovation 8. Planning and Delivering 9. Managing Information	Management Division
70	ADMINISTRATIVE OFFICER IV	OSEC-DAB-ADOF4-18-2004	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Knowledge in Organizational and Staffing Analysis 2. Solving Problems and Decision Making 3. Delivering Service Excellence 4. Demonstrating Personal Effectiveness 5. Speaking Effectively 6. Writing Effectively 7. Championing and Applying Innovation 8. Planning and Delivering 9. Managing Information	Management Division



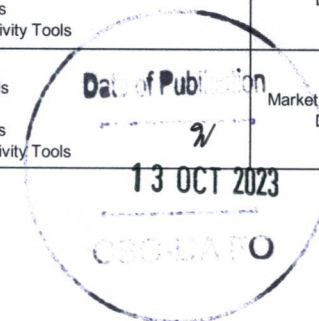
71	ADMINISTRATIVE OFFICER V	OSEC-DAB-ADOF5-25-2004	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Analytical skills 2. Knowledge of Office productivity tools/computer and office applications 3. Written and oral communication 4. Teamwork/interpersonal relationship skills	Budget Division
72	ACCOUNTANT II	OSEC-DAB-A2-12-1998	16	39672	Bachelor's degree in Commerce/Business Administration Major in Accounting	4 hours of relevant training	1 year of relevant experience	RA 1080	1. Knowledge in Government Accounting, Budgeting and Auditing Rules and Regulations 2. Knowledge of office productivity tools 3. Analytical Skills 4. Interpersonal Skills 5. Communication Skills	Accounting Division
73	ADMINISTRATIVE ASSISTANT II	OSEC-DAB-ADAS2-21-2004	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 No. 11 s. 1996 / Career Service (Subprofessional) / First Level Eligibility	1. Knowledge in Government Accounting, Budgeting and Auditing Rules and Regulations 2. Knowledge of office productivity tools 3. Analytical Skills 4. Interpersonal Skills 5. Communication Skills	Accounting Division
74	CHIEF ADMINISTRATIVE OFFICER	OSEC-DAB-CADOF-20-2004	24	90078	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management / learning and development interventions	4 years of supervisory/ management experience	Career Service (Professional) / Second Level Eligibility	1. Building collaborative, inclusive working relationships 2. Managing performance and coaching for results 3. Leading Change 4. Thinking strategically and creatively 5. Creating and nurturing a high performing organization 6. Excellent in oral and written communication skills 7. Knowledgeable in CSC, COA and DBM Rules and Regulations, and Government Procurement Act (RA 9184)	Personnel Division
75	ADMINISTRATIVE OFFICER V	OSEC-DAB-ADOF5-28-2004	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Proficient in oral and communication skills 2. Knowledge in the latest rules and regulations of CSC, DBM, COA, GSIS, RA 9184 and Pag-IBIG 3. Highly skilled interpretation and analysis 4. Customer responsiveness 5. Knowledge in office productivity tools 6. Mathematical/computation skills 7. Accountability/sense of urgency	Personnel Division
76	ADMINISTRATIVE OFFICER II	OSEC-DAB-ADOF2-27-2004	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1. Good Communication Skills (Written and Oral) 2. Coordination and Networking Skills 3. Analytical Skills 4. Interpersonal Relations Skills 5. Knowledge of Office Productivity Tools 6. Knowledgeable in the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)	Personnel Division
77	ADMINISTRATIVE OFFICER II	OSEC-DAB-ADOF2-75-2014	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1. Good Communication Skills (Written and Oral) 2. Coordination and Networking Skills 3. Analytical Skills 4. Interpersonal Relations Skills 5. Knowledge of Office Productivity Tools 6. Knowledgeable in the Omnibus Rules on Appointments and Other Human Resource Actions (ORAOHRA)	Personnel Division
78	ADMINISTRATIVE OFFICER V	OSEC-DAB-ADOF5-10-2014	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	<b>CORE COMPETENCIES</b> 1. Advanced knowledge on the Government Procurement Reform Act (RA 9184) 2. Advanced communication skills 3. Advanced analytical skills 4. Advanced interpersonal skills: Creates a good working relationship with colleagues <b>LEADERSHIP COMPETENCIES</b> 1. Managing Performance 2. Developing People 3. Thinking Strategically	Procurement Division



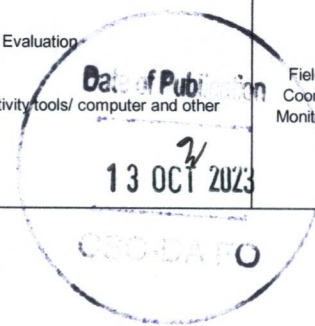
79	ADMINISTRATIVE OFFICER II	OSEC-DAB-ADOF2-73-2014	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1. Intermediate knowledge on the Government Procurement Reform Act (RA 9184) and its IRR 2. Intermediate communication skills 3. Intermediate analytical skills 4. Advanced knowledge of office productivity tools 5. Intermediate interpersonal skills	Procurement Division
80	ADMINISTRATIVE OFFICER II	OSEC-DAB-ADOF2-80-2014	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1. Intermediate knowledge on the Government Procurement Reform Act (RA 9184) and its IRR 2. Intermediate communication skills 3. Intermediate analytical skills 4. Advanced knowledge of office productivity tools 5. Intermediate interpersonal skills	Procurement Division
81	ADMINISTRATIVE ASSISTANT III	OSEC-DAB-ADAS3-86-2014	9	21211	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 No. 11 s. 1996 / Career Service (Subprofessional) / First Level Eligibility	1. Knowledgeable in R.A 9184 and Revised IRR 2. Planning Skills 3. Communication/Interpersonal skills and Team Work 4. Sense of Transparency and Accountability	Procurement Division
82	ADMINISTRATIVE OFFICER V	OSEC-DAB-ADOF5-30-2004	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	<b>TECHNICAL COMPETENCIES:</b> 1. Knowledge on Training and Human Resource Management/Development 2. Facilitation Skills 3. Computer Literacy 4. Oral Communication Skills 5. Written Communication Skills 6. Curriculum/Course Designing/Development 7. Training Evaluation Skills  <b>LEADERSHIP COMPETENCIES:</b> 1. Coaching and Mentoring Skills 2. Decision Making Skills	Human Resource Development Division
83	SUPERVISING ADMINISTRATIVE OFFICER	OSEC-DAB-SADOF-19-2004	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	1. Professional knowledge 2. Leading change 3. Program/ project management 4. Decision-making and analysis 5. Leadership 6. Communication skills (oral and written) 7. Ability to work under pressure	General Services Division
84	ADMINISTRATIVE OFFICER II	OSEC-DAB-ADOF2-71-2014	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1. Building collaborative, inclusive working relationships 2. Flexibility and resourcefulness 3. Sense of responsibility and accountability 4. Good interpersonal relation skills 5. Output oriented 6. Communication skills (oral and written) 7. Knowledge on office productivity tools 8. Ability to work under pressure	General Services Division
85	ADMINISTRATIVE ASSISTANT II	OSEC-DAB-ADAS2-110-2014	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 No. 11 s. 1996 / Career Service (Subprofessional) / First Level Eligibility	1. With quality service focus 2. Analytical skills 3. Flexibility 4. Good interpersonal relation skills 5. Output oriented 6. Communication skills (oral and written) 7. Knowledge on office productivity tools 8. Ability to work under pressure	General Services Division
86	ADMINISTRATIVE ASSISTANT II	OSEC-DAB-ADAS2-120-2014	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 No. 11 s. 1996 / Career Service (Subprofessional) / First Level Eligibility	1. Records management 2. Knowledge in office productivity tools 3. Oral and written communication skills 4. Analytical skills 5. Ability to work under pressure	Records Division



87	SCRIPTWRITER II	OSEC-DAB-SW2-66-2014	15	36619	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Oral communications skills 2. Written communication skills 3. Interpersonal skills 4. Research and data gathering skills 5. Knowledge of office productivity tools 6. Graphics editing skills 7. Layouting skills 8. Coordination and collaboration skills	Agriculture and Fisheries Information Division
88	ATTORNEY III	OSEC-DAB-ATY3-5-2010	21	63997	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	1. Exemplifying integrity 2. High caliber service 3. Writing effectively 4. Solving problems and making decisions 5. Building collaborative working relationships 6. Thinking creatively and strategically by nurturing excellence in the performance of the organization	Research and Regulations Division
89	ATTORNEY III	OSEC-DAB-ATY3-6-2010	21	63997	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	1. Exemplifying integrity 2. High caliber service 3. Writing effectively 4. Solving problems and making decisions 5. Building collaborative working relationships 6. Thinking creatively and strategically by nurturing excellence in the performance of the organization	Research and Regulations Division
90	ATTORNEY V	OSEC-DAB-ATY5-50-2014	25	102690	Bachelor of Laws	16 hours of relevant training	3 years of relevant experience	RA 1080	1. Exemplifying integrity 2. High caliber service 3. Writing effectively 4. Solving problems and making decisions 5. Building collaborative working relationships 6. Thinking creatively and strategically by nurturing excellence in the performance of the organization	Litigation and Adjudication Division
91	ATTORNEY III	OSEC-DAB-ATY3-1-1998	21	63997	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	1. Exemplifying integrity 2. High caliber service 3. Writing effectively 4. Solving problems and making decisions 5. Building collaborative working relationships 6. Thinking creatively and strategically by nurturing excellence in the performance of the organization	Litigation and Adjudication Division
92	MARKET SPECIALIST V	OSEC-DAB-MKTS5-117-2014	24	90078	Master's Degree or Certificate in Leadership and Management from the CSC	40 hours of supervisory / management / learning and development interventions	4 years of supervisory/ management experience	Career Service (Professional) / Second Level Eligibility	1. Building collaborative, inclusive working relationships 2. Managing performance and coaching for results 3. Leading change 4. Thinking strategically and creatively 5. Creating and nurturing a high performing organization	Market Development Division
93	MARKET SPECIALIST III	OSEC-DAB-MKTS3-23-2014	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Analytical Skills 2. Networking Skills 3. Oral Communication Skills 4. Written Communication Skills 5. Interpersonal Relations Skills 6. Knowledge of Office Productivity Tools	Market Development Division
94	MARKET SPECIALIST I	OSEC-DAB-MKTS1-33-2014	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1. Oral Communication Skills 2. Written Communication Skills 3. Research Skills 4. Interpersonal Relations Skills 5. Knowledge of Office Productivity Tools	Market Development Division
95	MARKET SPECIALIST I	OSEC-DAB-MKTS1-34-2014	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	1. Oral Communication Skills 2. Written Communication Skills 3. Research Skills 4. Interpersonal Relations Skills 5. Knowledge of Office Productivity Tools	Market Development Division



96	MARKET SPECIALIST II	OSEC-DAB-MKTS2-19-2014	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	1.Oral Communication Skills 2. Written Communication Skills 3. Collaboration and Networking Skills 4. Analytical Skills 5. Good Interpersonal Relations 6.Knowledge of Office Productivity Tools	Agribusiness Industry Support Division
97	AGRICULTURIST I	OSEC-DAB-AG1-450-1998	11	27000	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	1. Analytical Skills 2. Oral Communication Skills 3. Written Communication Skills 4. Interpersonal Relations Skills 5. Knowledge of Office Productivity Tools	Agribusiness Industry Support Division
98	CHIEF AGRICULTURIST	OSEC-DAB-CAGR-56-1998	24	90078	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	24 hours of relevant training	4 years of relevant training	Relevant RA 1080	1. Building collaborative, inclusive working relationships 2. Managing performance and coaching for results 3. Leading Change 4. Thinking strategically and creatively 5. Creating and nurturing a high performing organization 6. Technical Competencies in: Agriculture and Fishery Tools for Monitoring and Evaluation Financial Analysis 7. Analytical and Evaluation Skills 8. Technical Writing Skills 9. Oral Communication Skills 10. Knowledge in Office productivity tools/ computer and other applications 11. Documentation Skills 12. Interpersonal Skills	Field Programs Coordination and Monitoring Division
99	SENIOR AGRICULTURIST	OSEC-DAB-SRAG-669-1998	18	46725	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080	1. Technical Competencies: Agriculture and Fishery Tools for Monitoring and Evaluation Financial Analysis 2. Analytical and Evaluation Skills 3. Technical Writing Skills 4. Oral Communication Skills 5. Knowledge in Office productivity tools/ computer and other applications 6. Documentation Skills 7. Interpersonal Skills	Field Programs Coordination and Monitoring Division
100	AGRICULTURIST II	OSEC-DAB-AG2-580-1998	15	36672	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	1. Technical Competencies: Agriculture and Fishery Tools for Monitoring and Evaluation Financial Analysis 2. Analytical and Evaluation Skills 3. Technical Writing Skills 4. Oral Communication Skills 5. Knowledge in Office productivity tools/ computer and other applications 6. Documentation Skills 7. Interpersonal Skills	Field Programs Coordination and Monitoring Division
101	AGRICULTURIST I	OSEC-DAB-AG1-61-1998	11	27000	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	1. Technical Competencies: Agriculture and Fishery Tools for Monitoring and Evaluation Financial Analysis 2. Technical Writing Skills 3. Knowledge in Office productivity tools/ computer and other applications 4. Oral Communication Skills 5. Documentation Skills 6. Interpersonal Skills	Field Programs Coordination and Monitoring Division





102	AGRICULTURIST I	OSEC-DAB-AG1-125-2014	11	27000	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	<p>1. Technical Competencies: Agriculture and Fishery Tools for Monitoring and Evaluation Financial Analysis</p> <p>2. Technical Writing Skills</p> <p>3. Knowledge in Office productivity tools/ computer and other applications</p> <p>4. Oral Communication Skills</p> <p>5. Documentation Skills</p> <p>6. Interpersonal Skills</p>	Field Programs Coordination and Monitoring Division
103	DEVELOPMENT MANAGEMENT OFFICER IV	OSEC-DAB-DMO4-29-2014	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	<p>1. Project Development, Management and Operations</p> <p>2. Financial Management</p> <p>3. Monitoring and Evaluation Skills</p> <p>4. Impact Assessment and Audit Skills</p> <p>5. Oral and Written Communication Skills</p> <p>Leadership Competencies: 1. Thinking strategically and creatively 2. Building collaborative, inclusive working relationships 3. Managing performance and coaching for results 4. Leadership</p>	Special Projects Coordination and Management Assistance Division
104	DEVELOPMENT MANAGEMENT OFFICER II	OSEC-DAB-DMO2-89-2014	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) / Second Level Eligibility	<p>1. Project Development, Management and Operations</p> <p>2. Ability to work under pressure, minimum supervision and team player</p> <p>3. Sense of responsibility and accountability</p> <p>4. Technical Writing Skills</p> <p>5. Oral Communication Skills</p> <p>6. Monitoring and Evaluation Skills</p> <p>7. Institutional Development and Stakeholder's Engagement</p> <p>8. Financial and Audit Skills</p> <p>9. Analytical Skills</p> <p>10. Written Communication Skills</p> <p>11. Interpersonal Skills</p>	Special Projects Coordination and Management Assistance Division
105	DEVELOPMENT MANAGEMENT OFFICER I	OSEC-DAB-DMO1-168-2014	11	27000	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) / Second Level Eligibility	<p>1. Project Development, Management and Operations</p> <p>2. Ability to work under pressure, minimum supervision and team player</p> <p>3. Sense of responsibility and accountability</p> <p>4. Technical Writing Skills</p> <p>5. Oral Communication Skills</p> <p>6. Monitoring and Evaluation Skills</p> <p>7. Institutional Development and Stakeholder's Engagement</p> <p>8. Financial and Audit Skills</p> <p>9. Analytical Skills</p> <p>10. Written Communication Skills</p> <p>11. Interpersonal Skills</p>	Special Projects Coordination and Management Assistance Division
106	SENIOR AGRICULTURIST	OSEC-DAB-SRAG-93-2014	18	46725	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	8 hours of relevant training	2 years of relevant experience	Relevant RA 1080	<p>1. Technical knowledge in: - Disaster Risk Reduction Management (DRRM) activities - Management Information System - Operational Planning</p> <p>2. Good interpersonal and management skills</p> <p>3. Can work well under pressure</p> <p>4. Output oriented</p> <p>5. Promotes camaraderie and teamwork (builds relationships)</p>	Field Programs Operational Planning Division



107	AGRICULTURIST I	OSEC-DAB-AG1-123-2014	11	27000	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None required	None required	Relevant RA 1080	1. Effective communication skills 2. Knowledgeable in operational planning 3. Knowledgeable in Budget Execution Documents 4. Output oriented 5. Efficiency in office productivity tools 6. Can work under pressure 7. Can work overtime 8. Team player	Field Programs Operational Planning Division
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This office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with diverse sexual orientation, gender identity and expression (SOGIE), to apply. 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 **October 26, 2023**.

1. Application letter indicating the position title, item number, and Division name of a maximum of three positions the applicant intends to apply for.
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Work Experience Sheet (Attachment to CS Form 212)
4. Transcript of Records and/or Certificate of Units Taken for Unfinished Degrees/Courses
5. Certificate of CSC Eligibility/Appropriate Valid Professional License; and
6. Performance rating in the last rating period (if applicable)

QUALIFIED APPLICANTS are advised to submit their application to:

**JESSAMIN B. ARANAS**  
 \_\_\_\_\_  
 OIC-Chief, Personnel Division  
 \_\_\_\_\_  
 Elliptical Road, Diliman Quezon City  
 \_\_\_\_\_  
[tinyurl.com/2023darecruitmenttool](http://tinyurl.com/2023darecruitmenttool)

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

