

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

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



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
HRMO

Date: 11 JUN 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	ATTACHE II	OSEC-DAB-ACHE2-3-1998	25	102690	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	1. Critical thinking 2. Intelligence Gathering 3. Communicating Effectively and Professionally 4. Diplomacy and Protocol 5. Adaptability 6. Exemplifying Integrity 7. Delivering Service Excellence 8. Managing Information and Knowledge 9. Efficiency and Timeliness 10. Planning, Organizing and Delivering 11. Creativity and Innovation 12. Delivering Service Excellence 13. Knowledge in Office Productivity Tools 14. Strategic thinking 15. Responsibility and Accountability 16. Effective Negotiation 17. Partnering and Networking 18. Conflict Resolution and Management 19. Diplomacy and Social Intelligence 20. Building Collaborative and Inclusive Working Relationships 21. Leading Change and Actively Seeking Innovation 22. Office Management 23. Personnel Management 24. Coaching and Mentoring	To be determined (Local/Abroad)



Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send their applications through this link: tinyurl.com/2023darecruitmenttool not later than July 1, 2024.

1. Application letter indicating the position title, item number and Division name the applicant intends to apply for;
2. Updated (at least within the date of publication) Notarized or Sworn Personal Data Sheet (CSC Form 212 with passport size recent photo);
3. Work Experience Sheet (Attachment to CS Form 212)
4. Transcript of records or Certificate Complete Academic Units for Master's or Doctorate Degree Program, or Certificate of Units Taken for Unfinished Degrees/Courses
5. Certificate or Screen Capture of CSC Eligibility from Civil Service Eligibility Verification System (CSEVS) and or/ PRC Certificate of Passing and Board Rating; and
6. Performance rating in the last rating period (if applicable) July 2023 - December 2023;

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

JESSAMIN B. ARANAS

OIC-Chief, Personnel Division

tinyurl.com/2023darecruitmenttool

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.