



DEPARTMENT OF AGRICULTURE
Central Office

LIST OF VACANT POSITIONS

DATE : OCTOBER 23, 2020

No.	Position Title	Plantilla Item No.	SG	Qualification Standards					DIVISION
				Education	Training	Experience	Eligibility	Competency	
1	ATTACHE II	OSEC-DAB-ACHE2-5-1998	25	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 and strategic thinking 2. Intelligence Gathering 3. Communicating Effectively and Professionally 4. Diplomacy, Protocol, and Social Intelligence 5. Adaptability 6. Exemplifying Integrity 7. Planning, Organizing, and Delivering 8. Delivering Service Excellence 9. Efficiency and Timeliness 10. Creativity and Innovation 11. Responsibility and Accountability 12. Effective Negotiation 13. Partnering and Networking 14. Knowledge in Office Productivity Tools	Office of the Secretary

2	DEPARTMENT LEGISLATIVE LIASON SPECIALIST	OSEC-DAB- DLLS-1- 1998	22	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"> 1. Computer literate 2. Knowledge on how to conduct research 3. Knowledge on the legal issuances, bills, and other legal instruments 4. Analytical and creative 5. Able to write technical report/position papers 6. Strong organizational and coordination skills 7. Good oral communication and listening skills 8. Able to work alone as well as part of a team 	Office of the Secretary
3	DEPARTMENT LEGISLATIVE LIASON SPECIALIST	OSEC-DAB- DLLS-2- 1998	22	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"> 1. Computer literate 2. Knowledge on how to conduct research 3. Knowledge on the legal issuances, bills, and other legal instruments 4. Analytical and creative 5. Able to write technical report/position papers 6. Strong organizational and coordination skills 7. Good oral communication and listening skills 8. Able to work alone as well as part of a team 	Office of the Secretary
4	AGRICULTURIST II	OSEC-DAB- AG2-1-1998	15	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 training	Relevant RA 1080	<ol style="list-style-type: none"> 1. Computer literate 2. Strong organizational skills 3. Good oral communication and listening skills 4. Able to work alone as well as part of a team 5. Able to write technical report 6. Good moral character and work ethics 	Office of the Secretary

5	ADMINISTRATIVE ASSISTANT II	OSEC-DAB-ADAS2-125-2014	8	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 training	Career Service Sub-professional / First Level Eligibility	<ol style="list-style-type: none"> 1. Manage Record 2. Conduct Inventories 3. Computer literate 4. Skills in filing and retrieval of documents 5. Good in oral and written communications 6. Good inter-personal relationship and work attitude 7. Good moral character and work ethics 	Office of the Secretary
6	INTERNAL AUDITOR I**	OSEC-DAB-IAUD1-5-2013	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Knowledge about the DA organization, particularly Internal Audit Service, programs, projects and processes 2. Knowledge on management and operations audit 3. Good oral and written communication 4. Persistent and focused on achieving objectives 5. Self-reliant 6. Initiative 7. Decisive 8. Team player 	Operations Audit Division
7	INTERNAL AUDITOR II	OSEC-DAB-IAUD2-6-2013	15	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"> 1. Knowledge about the DA organization, particularly Internal Audit Service, programs, projects and processes 2. Knowledge on management and operations audit 3. Good oral and written communication 4. Persistent and focused on achieving objectives 5. Self-reliant 6. Initiative 7. Decisive 8. Team player 	Operations Audit Division

8	INTERNAL AUDITOR III*	OSEC-DAB-IAUD3-8-2013	18	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"> 1. Knowledge about the DA organization, particularly Internal Audit Service, programs, projects and processes 2. Knowledge on management and operations audit 3. Good oral and written communication 4. Persistent and focused on achieving objectives 5. Self-reliant 6. Initiative 7. Decisive 8. Team player 	Management Audit Division
9	SCIENCE RESEARCH SPECIALIST I	OSEC-DAB-SRAS1-15-2019	13	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Knowledge in research proposal and scientific /technical paper writing 2. Working background in bioinformatics tools and primer design 3. Experience in Research and Development (R&D) is an advantage 	Food Development Center - Technology Development Division
10	SCIENCE RESEARCH ANALYST	OSEC-DAB-SRAN-10-2019	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Knowledge in research project proposal and scientific/technical paper writing 2. Knowledge in sample and reagent preparations 3. Experience in Research and Development (R&D) is an advantage 	Food Development Center - Technology Development Division

11	SCIENCE RESEARCH SPECIALIST I	OSEC-DAB-SRAS1-12-2019	13	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Ability to conduct research and analysis of data obtained in the course of analysis/experiments 2. Ability to conduct analysis and operate laboratory equipment with minimum supervision 3. Must be computer literate 	Food Development Center - Quality Evaluation Division
12	ADMINISTRATIVE OFFICER II	OSEC-DAB-ADOF2-12-2019	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Knowledge on database administration 2. Knowledge in office productivity tools 3. Oral and written communication skills 4. Analytical, logical, and creative thinking skills 5. Documentation skills 6. Attention to detail 7. Problem solving abilities 8. Collaborative and coordination skills 9. Interpersonal skills 	Food Development Center - Financial and Administrative Division
13	PLANNING OFFICER II	OSEC-DAB-PLO2-1-1998	15	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"> 1. Knowledge in strategic planning 2. Knowledge in public financial management 3. Technical knowledge on agriculture and fisheries sector 4. Technical knowledge in DA Operating Units' mandates 5. Knowledge in office productivity tools 6. Research and data gathering skills 7. Data processing and analysis 8. Oral communication skills 9. Written communication skills 10. Coordination and Liasing 11. Attention to details 	Planning and Programming Division

14	PLANNING OFFICER II	OSEC-DAB-PLO2-76-2014	15	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"> 1. Knowledge in strategic planning 2. Knowledge in public financial management 3. Technical knowledge on agriculture and fisheries sector 4. Technical knowledge in DA Operating Units' mandates 5. Knowledge in office productivity tools 6. Research and data gathering skills 7. Data processing and analysis 8. Oral communication skills 9. Written communication skills 10. Coordination and Liasing 11. Attention to details 	Planning and Programming Division
15	PLANNING OFFICER I**	OSEC-DAB-PLO1-18-2014	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Knowledge in planning 2. Knowledge on office productivity tools 3. Coordination and Liasing skills 4. Oral communication skills 5. Written communication skills 6. Research and data gathering skills 7. Attention to details 8. Interpersonal skills 	Planning and Programming Division
16	PLANNING OFFICER II	OSEC-DAB-PLO2-71-2014	15	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"> 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/liasing skills 	Investment Programming Division

17	PLANNING OFFICER II	OSEC-DAB-PLO2-73-2014	15	Bachelors 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"> 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/liasing skills 	Investment Programming Division
18	PROJECT EVALUATION OFFICER IV	OSEC-DAB-PEO4-56-2014	22	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"> 1. Extensive knowledge of Project Development and Management Cycle 2. Extensive knowledge of principles, techniques and methodologies used in monitoring and evaluation of programs and projects 3. Extensive knowledge of Logic Models/Results-based M&E 4. Advanced communication skills (oral and written) 5. Strong analytical and facilitation skills 6. Sense of responsibility and accountability 7. Ability to work under pressure and meet deadlines 	Monitoring and Evaluation Division
19	PROJECT EVALUATION OFFICER II	OSEC-DAB-PEO2-1-1998	15	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"> 1. Basic skills in Project Development and Management Cycle 2. Basic skills in results-based M&E 3. Above Average Communication skills (oral and written) 4. Strong analytical and probing skills 5. Knowledge in office productivity tools 6. Sense of Responsibility and Accountability 7. Ability to work under pressure and meet deadlines 	Monitoring and Evaluation Division

20	PROJECT EVALUATION OFFICER I	OSEC-DAB-PEO1-75-2014	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 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
21	PROJECT EVALUATION OFFICER I	OSEC-DAB-PEO1-76-2014	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 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
22	PROJECT DEVELOPMENT OFFICER I**	OSEC-DAB-PDO1-62-2014	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 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

23	PROJECT DEVELOPMENT OFFICER IV**	OSEC-DAB-PDO4-5-1998	22	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"> 1. Technical knowledge in: <ol style="list-style-type: none"> a. Agriculture and Fishery b. Project Development Cycle c. Financial and Economic Analyses d. Project development and evaluation tools 2. Written Communication 3. Oral Communication 4. Office Productivity Tools 5. Planning 6. Networking 7. Attention to details 8. Interpersonal 	Project Packaging and Resource Mobilization Division
24	DEVELOPMENT MANAGEMENT OFFICER II**	OSEC-DAB-DMO2-91-2014	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant training	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Policy development and analysis skills 2. Data gathering and research skills 3. Oral and written communications 4. Knowledge in office productivity tools 5. Efficient oral and written communication skills 6. Efficient and effective analytical skills 7. Can work with minimal supervision 8. Good interpersonal skills 	Macro-Economic Policy Division
25	DEVELOPMENT MANAGEMENT OFFICER II	OSEC-DAB-DMO2-92-2014	15	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"> 1. Knowledge in office productivity tools 2. Efficient oral and written communication skills 3. Efficient and effective analytical skills 4. Can work with minimal supervision 5. Good interpersonal skills 	Macro-Economic Policy Division

26	DEVELOPMENT MANAGEMENT OFFICER II	OSEC-DAB- DMO2-93- 2014	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant training	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Project development and management skills 2. Knowledge on project monitoring and evaluation 3. Knowledge on institutional development and stakeholders engagement 4. Analytical skills 5. Technical writing skills 6. Oral and written communication skills 	Macro-Economic Policy Division
27	ADMINISTRATIVE ASSISTANT II	OSEC-DAB- ADAS2-117- 2014	8	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 training	Career Service Sub- professional / First Level Eligibility	<ol style="list-style-type: none"> 1. Ability to work under pressure 2. Knowledge in office productivity tools 3. Above Average Intra and Inter personal skills 4. Above Average Communication Skills (Oral and Written) 5. Organized and Detail Oriented 6. Ability to multi-task work 	Macro-Economic Policy Division
28	DEVELOPMENT MANAGEMENT OFFICER II**	OSEC-DAB- DMO2-95- 2014	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant training	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Above average communications 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

29	FOREIGN AFFAIRS RESEARCH SPECIALIST II**	OSEC-DAB-FOARS2-93-2014	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant training	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Critical and strategic thinking 2. Intelligence Gathering 3. Communicating Effectively and Professionally 4. Diplomacy and Protocol 5. Adaptability 6. Exemplifying Integrity 7. Planning, Organizing 8. Delivering Service Excellence 9. Efficiency and Timeliness 10. Creativity and Innovation 11. Responsibility and Accountability 12. Effective Negotiation 13. Partnering and Networking 14. Knowledge in Office Productivity Tools 	International Affairs Division
30	INFORMATION SYSTEMS ANALYST II	OSEC-DAB-INFOSA2-8-1998	16	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"> 1. Communication proficiency 2. Effective written, oral and presentation skills 3. Eliciting requirements 4. Creating the business requirements document 5. Structured analysis 6. Object-oriented analysis 7. Testing 8. End-user support 9. IT fluency 10. Business process re-engineering 11. Teaching skills 12. Interpersonal skills 	ICT - Planning and Standards Division

31	INFORMATION TECHNOLOGY OFFICER II	OSEC-DAB-ITO2-2-1998	22	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"> 1. Ability to establish priorities and to plan, coordinate and monitor work of others 2. Monitor progress against milestones and deadlines 3. Coach, mentor, motivate, and encourage good performance; 4. Ability to identify key issues and problems from complex situations; 5. Ability to take decisions with an eye on the impact on others and on the Organization; 6. Ability to propose/recommend courses of action to ease or sort out complex problems 	Systems and Applications Development Division
32	COMPUTER PROGRAMMER II	OSEC-DAB-COMPRO2-22-2014	15	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"> 1. Technical knowledge on software development 2. Technical knowledge on database administration 3. Knowledge in office productivity tools 4. Verbal communication 5. Written communication 6. Analytical, logical, and creative thinking 7. Documentation skills 8. Problem solving 9. Collaborative and coordination skill 10. Interpersonal skills 	Systems and Applications Development Division
33	ADMINISTRATIVE ASSISTANT III (Computer Operator II)	OSEC-DAB-ADAS3-55-2014	9	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	Career Service Sub-professional / First Level Eligibility	<ol style="list-style-type: none"> 1. Records management 2. Communication and customer relation skills 3. Detail-oriented and organized 4. Interpersonal skills 5. Knowledge on office productivity tools 	Systems and Applications Development Division

34	INFORMATION SYSTEMS ANALYST III	OSEC-DAB-INFOSA3-5-1998	19	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"> 1. Communication proficiency 2. Eliciting requirements 3. Creating the business requirements document 4. Structured analysis 5. Object-oriented analysis 6. Testing 7. End-user support 8. IT fluency 9. Business process re-engineering 10. Decision-making skills 11. Interpersonal skills 12. Conflict Management skills 	Database Management Division
35	INFORMATION TECHNOLOGY OFFICER II	OSEC-DAB-ITO2-3-1998	22	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"> 1. Professionalism 2. Communications skills 3. Management skills 4. Leadership competencies 	Database Management Division
36	COMPUTER PROGRAMMER II	OSEC-DAB-COMPRO2-20-2014	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant training	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 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
37	ENGINEER III	OSEC-DAB-ENG3-1-1998	19	Bachelor's Degree in Engineering relevant to the job	8 hours of relevant training	2 years of relevant experience	RA 1080	<ol style="list-style-type: none"> 1. Professionalism 2. Communication 3. Managing performance 4. Leadership 	Network Operations and Management Division
38	COMPUTER MAINTENANCE TECHNOLOGIST III*	OSEC-DAB-CTMT3-19-2014	17	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"> 1. Professionalism 2. Communications skills 3. Management performance 	Network Operations and Management Division

39	COMPUTER PROGRAMMER II	OSEC-DAB-COMPRO2-16-2014	15	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"> 1. Technical skills on hardware, software, operating system, storage technologies, backup technologies and network monitoring and management; 2. Research skills 3. Process documentation skills 4. Analytical thinking skills 5. Effective written, oral and presentation skills 	Network Operations and Management Division
40	COMPUTER MAINTENANCE TECHNOLOGIST I*	OSEC-DAB-CTMT1-1-1998	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Communication Proficiency 2. Customer/Client focus 3. Organizational skills 4. Problem Solving/Analysis 5. Teamwork Orientation 6. Technical Capacity 7. Time Management 	Network Operations and Management Division
41	ADMINISTRATIVE OFFICER V**	OSEC-DAB-ADOF5-22-2004	18	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"> 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
42	ADMINISTRATIVE OFFICER II**	OSEC-DAB-ADOF2-25-2004	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 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
43	ACCOUNTANT III	OSEC-DAB-A3-18-1998	19	Bachelor's degree in Commerce/Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	<ol style="list-style-type: none"> 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

44	ADMINISTRATIVE OFFICER IV	OSEC-DAB-ADOF4-25-2018	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant training	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 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
45	ADMINISTRATIVE OFFICER IV	OSEC-DAB-ADOF4-28-2018	15	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant training	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 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
46	ADMINISTRATIVE ASSISTANT II	OSEC-DAB-ADAS2-21-2004	8	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 training	Career Service Sub-professional / First Level Eligibility	<ol style="list-style-type: none"> 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
47	ADMINISTRATIVE OFFICER V	OSEC-DAB-ADOF5-27-2004	18	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"> 1. Effective communication skills (written & oral) 2. Effective leadership 3. Good ethical practices 4. Good interpersonal relationship 5. Sound critical evaluation 6. Knowledgeable of the latest rules and regulations of the Civil Service Commission (CSC), Department of Budget and Management (DBM) and Commission on Audit (COA) 7. Mathematical/computation skills 8. Accountability 9. Sense of urgency 10. Integrity 11. Customer responsive 	Personnel Division

48	ADMINISTRATIVE OFFICER IV	OSEC-DAB-ADOF4-39-2014	15	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"> Advanced knowledge on the Government Procurement Reform Act (RA 9184) and its IRR Intermediate communication Skills Intermediate analytical Skills Advanced Interpersonal Skills 	Procurement Division
49	ADMINISTRATIVE OFFICER II**	OSEC-DAB-ADOF2-72-2014	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> Intermediate knowledge on the Government Procurement Reform Act (RA 9184) and its IRR Intermediate communication skills Intermediate analytical skills Advanced knowledge of Office Productivity Tools Intermediate interpersonal skills 	Procurement Division
50	ADMINISTRATIVE OFFICER II**	OSEC-DAB-ADOF2-80-2014	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> Intermediate knowledge on the Government Procurement Reform Act (RA 9184) and its IRR Intermediate communication skills Intermediate analytical skills Advanced knowledge of Office Productivity Tools Intermediate interpersonal skills 	Procurement Division
51	ADMINISTRATIVE ASSISTANT III	OSEC-DAB-ADAS3-87-2014	9	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	Career Service Sub-professional / First Level Eligibility	<ol style="list-style-type: none"> Intermediate knowledge on the Government Procurement Reform Act (RA 9184) and its IRR Intermediate communication Skills Intermediate analytical Skills Advanced knowledge of Office Productivity Tools Intermediate Interpersonal Skills 	Procurement Division

52	ADMINISTRATIVE ASSISTANT III**	OSEC-DAB-ADAS3-54-2014	9	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	Career Service Sub-professional / First Level Eligibility	<ol style="list-style-type: none"> 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
53	ADMINISTRATIVE OFFICER II	OSEC-DAB-ADOF2-28-2004	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Knowledge on Training and Human Resource Management/Development 2. Oral Communication Skills 3. Written Communication Skills 4. Facilitation Skills 5. Computer Literacy 6. Records Management Skills 7. Networking and Coordination Skills 8. Knowledge on Procurement Law 	Human Resource Development Division
54	ADMINISTRATIVE AIDE VI	OSEC-DAB-ADA6-58-2004	6	2	None required	None required	Career Service Sub-professional / First Level Eligibility	<ol style="list-style-type: none"> 1. Organizational skills 2. Computer literacy 3. Ability to work under pressure 4. Sense of responsibility and accountability 	General Services Division
55	SUPERVISING ADMINISTRATIVE OFFICER	OSEC-DAB-SADOF-21-2004	22	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"> 1. Mentoring and coaching 2. Specialize in classifying documents 3. Ability to work under pressure 	Records Division
56	ADMINISTRATIVE ASSISTANT II	OSEC-DAB-ADAS2-120-2014	8	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 training	Career Service Sub-professional / First Level Eligibility	<ol style="list-style-type: none"> 1. Computer Literacy 2. Communication skills (Oral and Written) 3. Ability to work under pressure 	Records Division

57	MEDIA PRODUCTION SPECIALIST III	OSEC-DAB-MPXS3-62-2014	18	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"> 1. Written communication skills 2. Oral communication skills 3. Research and data gathering skills 4. Knowledge of productivity tools 5. Interpersonal skills 	Agriculture and Fisheries Information Division
58	INFORMATION OFFICER I	OSEC-DAB-INFO1-11-1998	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Written communication skills 2. Oral communication skills 3. Interviewing skills 4. Data gathering skills 5. Interpersonal skills 6. Knowledge in office productivity tools 	Agriculture and Fisheries Information Division
59	AUDIO-VISUAL AIDS TECHNICIAN III	OSEC-DAB-AVAT3-51-2014	10	High School Graduate or Completion of relevant vocational/trade course	8 hours of relevant training	2 years of relevant experience	Relevant MC 11, s. 1996 Career Service (Sub-professional)/ First level Eligibility	<ol style="list-style-type: none"> 1. Videography skills 2. Oral communication skills 3. Written communication skills 4. Interpersonal skills 5. Knowledge in office productivity tools 	Agriculture and Fisheries Information Division
60	ATTORNEY III	OSEC-DAB-ATY3-2-1998	21	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	<ol style="list-style-type: none"> 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
61	ATTORNEY III	OSEC-DAB-ATY3-5-2010	21	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	<ol style="list-style-type: none"> 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

62	LEGAL ASSISTANT II	OSEC-DAB-LEA2-1-1998	12	BS Legal Management, AB Paralegal Studies, Law, Political Science or other allied courses	4 hours of training relevant to legal work, such as legal ethics, legal research and writing, or legal procedure	None required	Career Service Professional / Second Level Eligibility	1. Data Gathering Skills 2. Documentation Skills	Research and Regulations Division
63	ATTORNEY III	OSEC-DAB-ATY3-65-2014	21	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
64	ATTORNEY III	OSEC-DAB-ATY3-66-2014	21	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
65	MARKET SPECIALIST III	OSEC-DAB-MKTS3-22-2014	18	Bachelor's degree	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

66	MARKET SPECIALIST III	OSEC-DAB-MKTS3-25-2014	18	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 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
67	CHIEF AGRICULTURIST	OSEC-DAB-CAGR-34-1998	24	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	40 hours of supervisory/ management training learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Relevant RA 1080	<ol style="list-style-type: none"> 1. Oral Communication Skills 2. Written Communication Skills 3. Leadership Skills 4. Analytical Skills 5. Decision making skills 6. Knowledge of Office Productivity Tools 7. Interpersonal Skills 	Agribusiness Industry Support Division
68	SUPERVISING AGRICULTURIST	OSEC-DAB-SVAG-83-1998	22	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	16 hours of relevant training	3 years of relevant experience	Relevant RA 1080	<ol style="list-style-type: none"> 1. Oral Communication Skills 2. Written Communication Skills 3. Analytical Skills 4. Collaboration Skills 5. Knowledge of Office Productivity Tools 6. Interpersonal Skills 	Agribusiness Industry Support Division
69	ADMINISTRATIVE ASSISTANT II	OSEC-DAB-ADAS2-112-2014	8	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 training	Career Service Sub-professional / First Level Eligibility	<ol style="list-style-type: none"> 1. Technical knowledge on records management 2. Knowledge on Office productivity tools/computer and office applications 3. Oral Communication Skills 4. Documentation Skills 5. Inter-personal Skills 	Field Programs Coordination and Monitoring Division

70	DEVELOPMENT MANAGEMENT OFFICER II	OSEC-DAB- DMO2-97- 2014	15	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"> 1. Project Development, Management and Operations 2. Monitoring and Evaluation Skills 3. Institutional Development and Stakeholders Engagement 4. Financial Management and Audit Skills 5. Analytical Skills 6. Written Communication Skills 7. Oral Communication Skills 8. Interpersonal Skills 	Special Projects Coordination and Management Division
71	DEVELOPMENT MANAGEMENT OFFICER I	OSEC-DAB- DMO1-168- 2014	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Project Development, Management and Operations Skills 2. Monitoring and Evaluation Skills 3. Financial Management and Audit skills 4. Analytical Skills 5. Written Communication Skills 6. Oral Communication Skills 	Special Projects Coordination and Management Division
72	DEVELOPMENT MANAGEMENT OFFICER I**	OSEC-DAB- DMO1-169- 2014	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Project Development, Management and Operations 2. Monitoring and Evaluation Skills 3. Financial Management 4. Technical Writing Skills 5. Oral Communication Skills 6. Sense of responsibility and accountability 7. Ability to work under pressure, minimum supervision and team player 	Special Projects Coordination and Management Division

73	CHIEF AGRICULTURIST	OSEC-DAB-CAGR-39-2014	24	Bachelor's degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	40 hours of supervisory/ management training learning and development intervention undertaken within the last 5 years	4 years of supervisory/ management experience	Relevant RA 1080	<ol style="list-style-type: none"> 1. Expertise in: <ol style="list-style-type: none"> a. Disaster Risk Reduction Management (DRRM) activities b. Management Information System c. Operational Planning 2. Leadership skills 3. Executive and managerial skills 4. Interpersonal and management skills 5. Promotes camaraderie and teamwork (builds relationships) 	Field Programs Operational Planning Division
74	SENIOR AGRICULTURIST	OSEC-DAB-SRAG-92-2014	18	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	<ol style="list-style-type: none"> 1. Technical knowledge in Operational Planning 2. Good interpersonal and management skills 3. Can work well under pressure 4. Output-oriented 5. Effective communication skills 6. Efficiency in office productivity tools 	Field Programs Operational Planning Division
75	DEVELOPMENT MANAGEMENT OFFICER II	OSEC-DAB-DMO2-85-2014	15	Bachelors Degree relevant to the job	4 hours of relevant training	1 year of relevant training	Career Service Professional / Second Level Eligibility	<ol style="list-style-type: none"> 1. Knowledgeable in operational planning 2. Effective communication skills 3. Output-oriented 4. Efficiency in office productivity tools 5. Can work under pressure 6. Can work overtime 7. Team player 	Field Programs Operational Planning Division

76	DEVELOPMENT MANAGEMENT OFFICER I	OSEC-DAB- DMO1-166- 2014	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	1. Knowledgeable in Disaster Risk Reduction and Management 2. Knowledgeable in database management 3. Effective communication skills 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
77	DEVELOPMENT MANAGEMENT OFFICER I	OSEC-DAB- DMO1-167- 2014	11	Bachelor's degree relevant to the job	None required	None required	Career Service Professional / Second Level Eligibility	1. Knowledgeable in database management 2. Effective communication skills 3. Output-oriented 4. Efficiency in office productivity tools 5. Can work under pressure 6. Can work overtime 7. Team player	Field Programs Operational Planning Division

THIS OFFICE HIGHLY ENCOURAGES ALL INTERESTED AND QUALIFIED APPLICANTS FROM ANY SEXUAL ORIENTATION OR GENDER IDENTITY (SOGI), OR PERSONS WITH DISABILITY (PWD), OR MEMBERS OF INDIGENOUS COMMUNITIES TO SIGNIFY THEIR INTEREST BY UPLOADING THE FOLLOWING TO WWW.TINYURL.COM/DACORECRUITMENTTOOL (Open from 9AM to 5PM only, Mondays to Fridays):

1. Application letter indicating the position title, item number and office of the position applied for
2. Notarized or Sworn Personal Data Sheet (CSC Form 212 with passport size recent photo)
3. Work Experience Sheet (Attachment to CSC Form 212)
4. Diploma & Transcript of Records of Bachelor's Degree/Masteral Degree/PhD
5. Transcript of Records or Certificate of Units Taken for Unfinished Degrees/Courses
6. CSC Eligibility/Valid License
7. Certificate of Participation or Completion of trainings/seminars attended
8. Service Record for Gov't employees (Outside DA), Certificate of Employment (For non-DA Personnel)
9. IPCR/OPCR for Jan - June 2020 with at least a Very Satisfactory rating (for permanent employees)
10. Certified photocopy of Special Order for designations in managerial & supervisory positions (for applicants to division chief levels) [If any]


JESSAMIN B. ARANAS
 OIC - Chief, Personnel Division

DEADLINE OF SUBMISSION: NOVEMBER 9, 2020 AT THE CLOSE OF OFFICE HOURS (5:00 PM)

NOTE: ONLY APPLICANTS WITH COMPLETE REQUIREMENTS WILL BE EVALUATED