CS Form No. 9 Revised 2018

To: CIVIL SERVICE COMMISSION (CSC)

Republic of the Philippines

DEPARTMENT OF AGRICULTURE

Request for Publication of Vacant Positions

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:

lectronic copy to be submitte	d to the COUNTIES TO NICE OF COMISSION
	National Capital Portion

CSCFO-DEPARTMENT OF AGRICULTURE

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Date: ZU OCI ZU

JESSAMIN B. ARANAS

Date:

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			Salary/ Job/ Pay Grade	Manthle	Qualification Standards					, ,
No	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.		Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	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	Competent in research proposal conceptualization and presentation including technical writing of scientific outputs. Capable in research project implementation and quality control of laboratory resources (facilities, equipment, kits and reagents). Knowledgeable in bioinformatics and primer design. Proficient in molecular techniques (e.g., cloning, transformation/transfection, and nucleic acid and protein isolations).	Food Development Center - Technology Development Division
2	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	1. Familiarity in retort operation and canning process. 2. Skills in technical writing and presentation of research outputs. 3. Familiarity in packaging materials used in thermal processing. 4. Preferably with working background in microbiology, product development, and/or shelf-life studies 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.	Food Development Center - Technology Development Division
3	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	transformation/transfection, and nucleic acid and protein isolations). 4. Skills in technical writing and presentation of research outputs.	Food Development Center - Technology Development Division Publication

4	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	Awareness in basic laboratory operations and procedures. Skills in sample and reagent preparations. Knowledge in research proposal, scientific and technical writing.	Food Development Center - Technology Development Division
5	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
6	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
7	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	Technical Knowledge in Agriculture and Fishery Knowledge on Project Development and Evaluation Written Communication Oral Communication Office Productivity Tools Attention to details	Project Identification and Evaluation Division
8	MARKET SPECIALIST III	OSEC-DAB-MKTS3-23-2014	18	46725	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	Analytical Skills Networking Skills Oral Communication Skills Written Communication Skills Interpersonal Relations Skills Knowledge of Office Productivity Tools	Market Development Division Publication

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9	MARKET SPECIALIST I	OSEC-DAB-MKTS1-33-2014	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) / Second Level Eligibility	Oral Communication Skills Written Communication Skills Research Skills Interpersonal Relations Skills SKnowledge of Office Productivity Tools	Market Development Division
10	MARKET SPECIALIST I	OSEC-DAB-MKTS1-34-2014	11	27000	Bachelor's degree	None required	None required	Career Service (Professional) / Second Level Eligibility	Oral Communication Skills Written Communication Skills Research Skills Interpersonal Relations Skills Knowledge of Office Productivity Tools	Market Development Division
11	MARKET SPECIALIST II	OSEC-DAB-MKTS2-19-2014	15	36619	Bachelor's degree	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

This office highly encourages all interested and qualified applicants, including persons with disability (PWD), members of indigenous communities, and those with divers 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 **November 7**, **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;
- 3. Work Experience Sheet (Attachment to CS Form 212);
- 4. Transcript of Records and/or Certificate 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 hand in or send through courier/email their application to:

JESSAMIN B. ARANAS OIC-Chief, Personnel Division Elliptical Road, Diliman Quezon City tinyurl.com/2023darecruitmenttool

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.