

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

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CIVIL SERVICE COMMISSION	
National Center for Human Resource Development CSC-DO DEPARTMENT OF AGRICULTURE	
RECEIVED	
By: <u>MOISES ANTONIO A. SANTOS</u>	
Date: <u>APR 15 2024</u> Time: _____	

4/15/24

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
HRMS APR 2024

Date: _____

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	<ol style="list-style-type: none"> 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)

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2	FOREIGN AFFAIRS RESEARCH SPECIALIST II	OSEC-DAB-FOARS2-91-2014	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 agriculture, fishery, economics, and data analysis 2. Average oral and written communication skills 3. Networking and negotiation abilities 4. Critical and strategic thinking 5. Ability to plan and organize 6. Effective and professional communication skills 7. Exemplifying integrity 8. Knowledge in policy formulation 9. Knowledge in office productivity tools 10. Excellence in service 11. Teamwork and interpersonal skills	International Affairs Division
3	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

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 April 26, 2024.

1. Application letter indicating the position title, item number and Division name the applicant intends to apply for;
2. Updated Personal Data Sheet, Notarized or Sworn in around the same month as the date of publication of the List of Vacancies (CSC Form 212 with passport size recent photo);
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 and/or PRC Certificate of Passing and Board Rating; 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

tinyurl.com/2023darecruitmenttool

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

