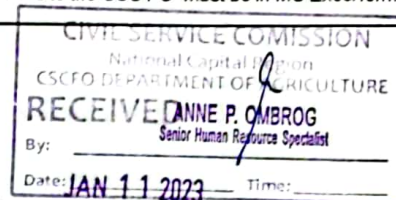


1-11-23

CS Form No. 9  
Revised 2018

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

Republic of the Philippines  
**BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING**  
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 BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING in the CSC website:

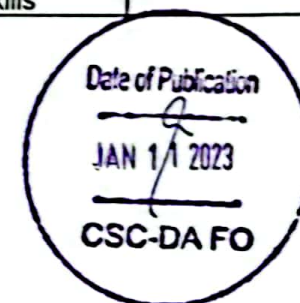
*Anna Rica P. Abayon*  
**ANNA RICA P. ABAYON**  
HRMO

Date: January 11, 2023

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	Engineer V (Agricultural and Biosystems)	OSEC-DAB-ENG5-14-2017	24	90078	Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering	40 hours of training in management and supervision	4 years in position/s involving management and supervision	RA 1080 (Agricultural and Biosystems Engineer)	<ul style="list-style-type: none"> <li>Building collaborative, inclusive working relationships (Superior)</li> <li>Managing performance and coaching for results (Superior)</li> <li>Leading change; thinking strategically and creatively (Superior)</li> <li>Creating and nurturing a high performing organization (Superior)</li> <li>Knowledge in Philippine Agricultural and Biosystems Engineering Standards and other relevant standards</li> <li>Knowledge in Regulatory and Enforcement Policies</li> </ul>	Standards Regulation and Enforcement Division



2	Engineer III (Agricultural and Biosystems)	OSEC-DAB- ENG3-14- 2017	19	51357	Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering	8 hours of relevant training	2 years of relevant experience	RA 1080 (Agricultural and Biosystems Engineer)	<ul style="list-style-type: none"> <li>• Building collaborative, inclusive working relationships (Advance)</li> <li>• Managing performance and coaching for results (Advance)</li> <li>• Leading change; thinking strategically and creatively (Advance)</li> <li>• Creating and nurturing a high performing organization (Advance)</li> <li>• Knowledge in Philippine Agricultural and Biosystems Engineering Standards and other relevant standards</li> <li>• Knowledge in Republic Acts 10601, 10915, and 10654 and other related mechanization and infrastructure laws and policies</li> <li>• Experience in preparation/review of DED/POW and technical specifications of agri-infra machinery facilities, and mechanization</li> <li>• Working knowledge in engineering softwares</li> <li>• Strong analytical skills</li> <li>• Excellent communication skills (oral and written)</li> <li>• Knowledge in office productivity tools and basic statistics</li> <li>• Supervisory and leadership skills</li> </ul>	Engineering Plans, Designs and Specifications Division
---	---	-------------------------------	----	-------	---	---------------------------------	--------------------------------------	--	--	---



3	Engineer III (Agricultural and Biosystems)	OSEC-DAB- ENG3-15- 2017	19	51357	Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering	8 hours of relevant training	2 years of relevant experience	RA 1080 (Agricultural and Biosystems Engineer)	<ul style="list-style-type: none"> <li>• Building collaborative, inclusive working relationships (Advance)</li> <li>• Managing performance and coaching for results (Advance)</li> <li>• Leading change; thinking strategically and creatively (Advance)</li> <li>• Creating and nurturing a high performing organization (Advance)</li> <li>• Knowledge in Philippine Agricultural and Biosystems Engineering Standards and other relevant standards (Advance)</li> <li>• Knowledge in Republic Acts 10601, 10915, and 10654 and other related mechanization and infrastructure laws and policies</li> <li>• Experience in preparation/review of DED/POW and technical specifications of agri-infra machinery facilities, and mechanization</li> <li>• Working knowledge in engineering softwares</li> <li>• Strong analytical skills</li> <li>• Excellent communication skills (oral and written)</li> <li>• Knowledge in office productivity tools and basic statistics</li> <li>• Supervisory and leadership skills</li> </ul>	Engineering Plans, Designs and Specifications Division
---	---	-------------------------------	----	-------	---	---------------------------------	--------------------------------------	--	--	--

Date of Publication

JAN 11 2023

CSC-DA FO



4	Engineer II (Agricultural and Biosystems)	OSEC-DAB- ENG2-7- 2017	16	39672	Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering	4 hours of relevant training	1 year of relevant experience	RA 1080 (Agricultural and Biosystems Engineer)	<ul style="list-style-type: none"> <li>• Building collaborative, inclusive working relationships (Intermediate)</li> <li>• Leading change; thinking strategically and creatively (Intermediate)</li> <li>• Creating and nurturing a high performing organization (Intermediate)</li> <li>• Knowledge in Philippine Agricultural and Biosystems Engineering Standards and other relevant standards</li> <li>• Knowledge in Republic Acts 10601, 10915, and 10654 and other related mechanization and infrastructure laws and policies</li> <li>• Working knowledge in engineering softwares</li> <li>• Strong analytical skills</li> <li>• Excellent communication skills (oral and written)</li> <li>• Knowledge in office productivity tools and basic statistics</li> </ul>	Standards Regulation and Enforcement Division
5	Engineer II (Agricultural and Biosystems)	OSEC-DAB- ENG2-15- 2017	16	39672	Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering	4 hours of relevant training	1 year of relevant experience	RA 1080 (Agricultural and Biosystems Engineer)	<ul style="list-style-type: none"> <li>• Knowledge in Republic Acts 10601, 10915, and 10654 and other related mechanization and infrastructure laws and policies</li> <li>• Knowledge in Philippine Agricultural Engineering Standards</li> <li>• Experience in reviewing Detailed Engineering Design/Program of Work and construction supervision</li> <li>• Knowledge on specifications and inspection of farm machinery</li> <li>• Strong analytical skills</li> <li>• Excellent Communication Skills (Oral and Written)</li> <li>• Knowledge in office productivity tools and basic statistics</li> <li>• Strong interpersonal skills</li> </ul>	Programs and Projects Management Division

Date of Publication  
JAN/11 2023  
CSC-DA FC

6	Engineer I (Agricultural and Biosystems)	OSEC-DAB- ENG1-3- 2006	12	29165	Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering	None Required	None Required	RA 1080 (Agricultural and Biosystems Engineer)	<ul style="list-style-type: none"> <li>• Knowledge of Philippine Agricultural and Biosystems Engineering Standards and other relevant standards</li> <li>• Knowledge of Republic Acts 10601, 10915, and 10654 and other related mechanization and infrastructure laws and policies</li> <li>• Strong analytical skills</li> <li>• Excellent communication skills (oral and written)</li> <li>• Knowledge in office productivity tools and basic statistics</li> <li>• Team work and Inter-personal skills</li> </ul>	Standards Regulation and Enforcement Division
7	Engineer I (Agricultural and Biosystems)	OSEC-DAB- ENG1-55- 2014	12	29165	Bachelor's Degree in Agricultural Engineering or Agricultural and Biosystems Engineering	None Required	None Required	RA 1080 (Agricultural and Biosystems Engineer)	<ul style="list-style-type: none"> <li>• Knowledge in Philippine Agricultural and Biosystems Engineering Standards and other relevant standards</li> <li>• Knowledge in Republic Acts 10601, 10915, and 10654 and other related mechanization and infrastructure laws and policies</li> <li>• Working knowledge in engineering softwares</li> <li>• Strong analytical skills</li> <li>• Excellent communication skills (oral and written)</li> <li>• Knowledge in office productivity tools and basic statistics</li> <li>• Team work and Inter-personal skills</li> </ul>	Engineering Plans, Designs and Specifications Division

Date of Publication  
JAN 11 2023

CSC-DA Fc

8	Information Systems Analyst II	OSEC-DAB-INFOSA2-3-2017	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	<ul style="list-style-type: none"> <li>• Must have knowledge and experience in development web-based information system</li> <li>• Must have knowledge in front and back-end process</li> <li>• Proficient in programming language Java Script, Python and other new programming languages</li> <li>• Knowledgeable in Android Application development</li> <li>• Written and communication skills (Intermediate)</li> <li>• Team Player</li> <li>• Inter-personal skills</li> <li>• Preferably with DICT eligibility</li> </ul>	Standards Regulation and Enforcement Division
9	Administrative Officer V (Budget Officer III)	OSEC-DAB-ADOF5-4-2017	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	<ul style="list-style-type: none"> <li>• Knowledge and experience in Government Budgeting (Advance)</li> <li>• Knowledge in budget cycle and budget/financial management (Advance)</li> <li>• Proficient with MS Office applications-Office Productivity and Data Processing (Advance)</li> <li>• Building collaborative, inclusive working relationships (Advance)</li> <li>• Managing performance and coaching for results (Advance)</li> <li>• Leading change; thinking strategically and creatively (Advance)</li> <li>• Creating and nurturing a high performing organization (Advance)</li> <li>• Written and communication skills (Advance)</li> <li>• Coordination and networking skills (Advance)</li> <li>• Strong Inter-personal skills</li> </ul>	Administrative and Finance Division

Date of Publication

JAN 11 2023

CSC-DABFC



10	Administrative Officer III (Cashier II) (Anticipated Vacancy)	OSEC-DAB-ADOF3-4-2017	14	33843	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional / Second Level Eligibility	<ul style="list-style-type: none"> <li>• Knowledge and experience in Cash Management (Advance)</li> <li>• Proficient with MS Office applications (Advance)</li> <li>• Knowledge in Government Accounting and Auditing Rules (Advance)</li> <li>• Coordination and networking skills</li> <li>• Written and communication skills</li> <li>• Attention to details</li> <li>• File maintenance and record keeping</li> </ul>	Administrative and Finance Division
11	Accountant I	OSEC-DAB-A1-7-2021	12	29165	BS Accountancy/BS Accounting/BSBA-Accounting/Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080 (CPA)	<ul style="list-style-type: none"> <li>• Knowledge in General Accounting (Intermediate)</li> <li>• Knowledge in Government Accounting and Auditing Rules (Intermediate)</li> <li>• Ability to Record, classify, summarize, analyze and interpret financial transactions (Intermediate)</li> <li>• Ability to process disbursement vouchers, payrolls and other claims (Intermediate)</li> <li>• Ability to prepare certification of payments/remittances for contributions and loan payments (Intermediate)</li> </ul>	Administrative and Finance Division
12	Administrative Assistant III	OSEC-DAB-ADAS3-19-2017	9	21129	Completion of two-year studies in College	4 hours of relevant training	1 year of relevant experience	Career Service Sub-Professional / First Level Eligibility	<ul style="list-style-type: none"> <li>• Proficient with MS Office applications</li> <li>• Written and communication skills</li> <li>• Coordination and networking skills</li> <li>• Clerical and Secretariat skills</li> <li>• Data processing skills</li> <li>• Research skills</li> <li>• Inter-personal skills</li> <li>• Ability to multi-task and work under minimal supervision</li> </ul>	Office of the Director Date of Publication: JAN 11 2023 CSG-DAF.

Interested and qualified applicants should signify their interest in writing. Submit a copy of the following documents in one (1) Folder with proper label, and send to the address below not later than January 20, 2023.

1. Letter of Intent specifying the Position Title, Item Number, and Office applied for
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) and Work Experience Sheet (WES) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Performance rating **in the last rating period** (if applicable);
4. Photocopy of certificate of eligibility/PRC license/CSC Rating ( MUST be authenticated by certifying agency e.g. PRC, CSC);
5. Photocopy of Transcript of Records;
6. Photocopy of Certificates of Training programs completed (for positions that require training hours); and
7. Photocopy of Certificate of Employment/ Service Record (for positions that require work experience)

This office highly encourages interested and qualified applicants including persons with disability (PWD), members of indigenous communities and those from any sexual orientation and gender identities and expression (SOGIE). Only applicants with complete requirements, and those who meet the minimum qualification standards shall be advised accordingly and shall undergo a series of screening.

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

**Note:** *For applicants who prefer to hand carry their application, please present the original copy of your requirements to the HRMS for verification, while those who opt to send their application through courier or email, kindly bring the original copy of the requirements during the schedule of the written assessment.*

**ENGR. ARIODEAR C. RICO**

Director IV

Sugar Center, Annex II Building  
Extension, North Avenue, Diliman,  
Quezon City

[bafe.humanresource@gmail.com](mailto:bafe.humanresource@gmail.com)



**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**