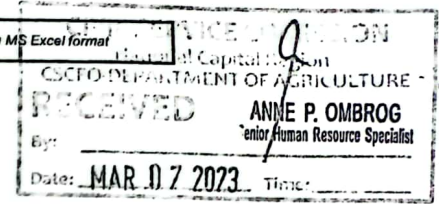


Republic of the Philippines
BUREAU OF AGRICULTURAL AND FISHERIES ENGINEERING
Request for Publication of Vacant Positions



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
HRMO

Date: March 7, 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	Chief Administrative Officer	OSEC-DAB-CADOF-3-2021	24	90078	Master's degree or Certificate in Leadership and Management from the CSC	40 hours of training in supervisory/ management learning and development intervention	4 years of supervisory/ management experience	Career Service Professional / Second Level Eligibility	<ul style="list-style-type: none"> Building collaborative, inclusive working relationships (Advance) Managing performance and coaching for results (Advance) Leading change; thinking strategically and creatively (Advance) Creating and nurturing a high performing organization (Advance) 	Administrative and Finance Division
2	Accountant III (Anticipated Vacancy)	OSEC-DAB-A3-6-2017	19	51357	Bachelor's Degree in Commerce / Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080 (Certified Public Accountant)	<ul style="list-style-type: none"> Analytical Skills (Advance) Knowledge in Government Accounting (Advance) Knowledge in office productivity tools (Advance) Writing Communication Skills (Intermediate) Oral Communication Skills (Intermediate) Interpersonal Skills (Intermediate) 	Administrative and Finance Division



3	Engineer I (Agricultural and Biosystems)	OSEC-DAB-ENG1-5-2006	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"> • Knowledge in Republic Acts 10601, 10915, and 10654 and other related mechanization and infrastructure laws and policies • Knowledge in Philippine Agricultural and Biosystems Engineering Standards • Experience in preparation/review of DED/POW and specification preparation • Working knowledge in engineering softwares and GIS • Analytical skills • Good communication skills (oral and written) • Knowledge in office productivity tools 	Engineering Plans, Designs and Specifications Division
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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 **March 17, 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;
3. Performance rating in the last rating period (if applicable);
4. Photocopy of authenticated PRC license or CSC certificate of eligibility or CSC Rating
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: All applicants are advised to bring the original copy of their 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
hafg.humanresource@cmad.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.