

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

Electronic copy to be submitted to the CSC F&HR Unit for Administrative Approval
CSC DEPARTMENT OF AGRICULTURE

CIVIL SERVICE COMMISSION
RECEIVED
By: **MARIE P. OMBROG**
Senior Human Resource Specialist
Date: **JUL 27 2023** Time: _____

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:

Date: _____
_____ **RHODORA R. CONCEPCION**
_____ **HRMO**
July 27, 2023

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards			Competency (if applicable)	Place of Assignment
					Education	Training	Experience		
1	Planning Officer III	OSEC-DAB-PL03-5-2017	18	46725	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional / Second Level Eligibility	Office of the Director
2	Engineer IV (Agricultural and Biosystems)	OSEC-DAB-ENG4-17-2017	22	71511	Bachelor's degree in Agricultural Engineering or Agricultural and Biosystems Engineering	16 hours of relevant training	3 years of relevant experience	RA 1080 (Agricultural and Biosystems Engineer) <ul style="list-style-type: none"> • Communications Skills - Oral and Written (Intermediate) • Knowledge in Operational Planning (Intermediate) • Knowledge in Strategic Planning (Basic) • Knowledge in Office Productivity Tools (Intermediate) • Knowledge in Monitoring and Evaluation (Intermediate) 	Office of the Director
								<ul style="list-style-type: none"> • Knowledgeable in Project Planning, Project Development and Crafting of Masterplan /Roadmaps • Knowledgeable in Formulation of Policies and Guidelines; • Knowledgeable in Republic Acts 10601, 10915, 7160, and 10654 and other related mechanization and infrastructure laws and policies • Knowledgeable in Philippine Agricultural Engineering Standards • Strong Analytical skills • Excellent Technical Writing and Presentation Skills • Knowledgeable in office productivity tools and basic statistics • Coaching and mentoring ability • Supervisory and Leadership Skills 	Programs and Projects Management Division

Date of Publication
JUL 27 2023

CSC-DAFO

3	Engineer III (Agricultural and Biosystems)	OSEC-DAB-ENG3-13-2017	19	51357	Bachelor's degree in Agricultural Engineering or Biosystems Engineering	8 hours of relevant training	2 years of relevant experience	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 Engineering Standards • Experience in preparing DED/POW of agri-infra machinery facilities and its specifications, and mechanization • Working Knowledge on Engineering Softwares • Strong Analytical Skills • Excellent Communication Skills (Oral and Written) • Knowledge in office productivity tools and basic statistics • Coaching and mentoring ability • Supervisory and Leadership skills 	Engineering Plans, Designs and Specifications Division
4	Engineer II (Agricultural and Biosystems)	OSEC-DAB-ENG2-13-2017	16	39672	Bachelor's degree in Agricultural Engineering or Biosystems Engineering	4 hours of relevant training	1 year of relevant experience	RA 1080 (Agricultural and Biosystems Engineer)	<ul style="list-style-type: none"> • Knowledgeable in Planning and Budgeting Tools; • Proficient in Project Development for Agricultural Machinery, Equipment and Facilities; • Knowledgeable in Republic Acts 10601, 10915, 7160, and 10654 and other related mechanization and infrastructure laws and policies • Knowledgeable in Philippine Agricultural Engineering Standards • Strong Analytical skills • Good Communication Skills (Oral and Written) • Knowledgeable in office productivity tools and basic statistics • Analytical Skills 	Programs and Projects Management Division
5	Engineer I (Agricultural and Biosystems)	OSEC-DAB-ENG1-5-2006	12	29165	Bachelor's degree in Agricultural Engineering or 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 Engineering Standards • Working Knowledge on Engineering Softwares • Experience in DED/POW and specifications preparation • Good Communication Skills (Oral and Written) • Analytical Skills • Knowledge in office productivity tools 	Engineering Plans, Designs and Specifications Division

Date of Publication

JUL 27 2023
CSC-DAFO

6	Engineer I (Agricultural and Biosystems)	OSEC-DAB-ENG1-1-2017	12	29165	Bachelor's degree in Agricultural Engineering or 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 Engineering Standards • Strong analytical skills • Excellent Communication Skills (Oral and Written) • Knowledge in office productivity tools and basic statistics • Teamwork • Interpersonal Skills • Experience in most if not all of the following: <ul style="list-style-type: none"> o Windows/Linux Administration o Java, Python, C++ or other high level programming language o PHP, Online Webmapping, Visual basic and other web programming o SQL, HTML, CSS, Joomla CMS and other relational database development, design and implementation. o Android App Language. • Must have developed (from scratch) and implemented at least one (1) information system, preferable accessed by several user in a network environment. • Participation in phases of system development life cycle including business requirements review, technical design, coding and unit testing, integrating, release documentation, post implementation support etc. • Good oral and written communication support especially in conveying technical information • Demonstrates abilities in analytical reasoning and logical problem solving • Strong initiative and is able to work with minimal supervision • Proven ability to meet priorities and produce quality deliverables and results while handling multiple work items. • Preferably with ICT (EDP) Specialist Eligibility. 	Standards Regulation and Enforcement Division
7	Computer Programmer II	OSEC-DAB-COMPRO2-2-2017	15	36619	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional / Second Level Eligibility	<p style="text-align: center;">Date of Publication JUL 27 2023</p> <p style="text-align: center;">CSC-DAFO</p>	Standards Regulation and Enforcement Division

8 Administrative Officer II (Budget Officer I)	OSEC-DAB- ADOF2-5- 2021	11	27000	Bachelor's degree relevant to the job	None Required	None Required	CS Professional / Second Level Eligibility	<ul style="list-style-type: none"> • Knowledge in budget preparation (Basic) • Knowledge in budget administration (Basic) • Ability to prepare work and financial plans and allocating government funds by program/project/activities • Proficient with MS Office applications (Intermediate) • Excellent oral and written communication skills 	Administrative and Finance Division
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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 August 6, 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
3. Performance rating in the last rating period (if applicable);
4. Photocopy of certificate of eligibility/rating/license/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.

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.

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

ENGR. ARIODEAR C. RICO
 Director IV
 Sugar Center, Annex II Building
 Extension, North Avenue, Diliman,
 Quezon City
bafe.humanresource@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

