

Republic of the Philippines
BUREAU OF SOILS AND WATER MANAGEMENT
Request for Publication of Vacant Positions

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

CIVIL SERVICE COMMISSION
National Capital Region
CSCFO-DEPARTMENT OF AGRICULTURE

RECEIVED

By: Lester A. Vacinto
Date: 24 SEP 2024 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 SOILS AND WATER MANAGEMENT in the CSC website:

NANCY C. DE SAGUN
HRMO

Date: 24-Sep-2024

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	Administrative Officer II (Accountant I)	OSEC-DAB-ADOF2-39-2014	11	28,512.00	Bachelor's degree in Commerce/Business Administration major in Accounting	None Required	None Required	RA 1080 (CPA)		Office of the Director - Accounting Section (NCR)
2	Administrative Officer II	OSEC-DAB-ADOF2-6-2016	11	28,512.00	Bachelor's degree relevant to the job	None Required	None Required	Career Service Professional / Second Level Eligibility		Office of the Director - Procurement Management Section (NCR)

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 **October 4, 2024**.

24 SEP 2024

- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (**CS Form No. 212, Revised 2017 including attachment to CSC Form 212-Work Experience Sheet**) which can be downloaded at www.csc.gov.ph;
- Performance rating **in the last rating period** (if applicable);
- Photocopy of certificate of eligibility/rating/ license (**for practice of profession**); and
- Photocopy of Transcript of Records.
- Certificate of training (relevant to the position)

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

NANCY C. DE SAGUN

Administrative Officer V

Elliptical Rd. cor. Visayas Ave., Diliman, Quezon City

hrmpsb@bswm.da.gov.ph

EEOP Guidelines:

The Bureau of Soils and Water Management values inclusivity of age, gender, civil status, disability, religion, ethnicity, social status, class and political affiliation. Thus, the vacant position is open to all qualified individuals and the selection of employees shall be made only according to the principle of merit and fitness.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.