

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 JUN 16 2023
By: ANNE P. OMBROG
Date: _____
Senior Human Resource Specialist

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: 16-Jun-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 | Administrative Aide VI (Clerk III) | OSEC-DAB-ADA6-53-2014 | 6 | 17,553.00 | Completion of two (2) years studies in college | None Required | None Required | Career Service (Sub-Professional) / First Level Eligibility | | Office of the Director-Accounting 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 **JUNE 28, 2023**.

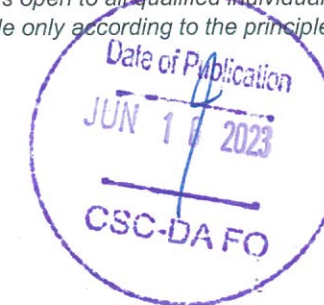
- Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017 including attachment to CSC Form 212-Work Experience Sheet) which can be downloaded at www.csc.gov.ph;
- Performance rating **in the last rating period** (if applicable);
- Photocopy of certificate 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

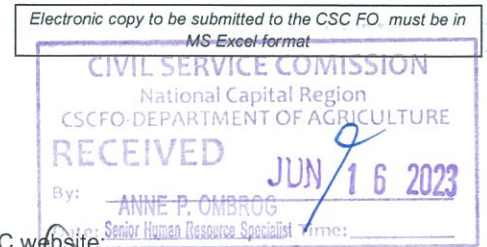
EEOP Guidelines:

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.

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[Signature]
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| 1 | Administrative Assistant V (Data Controller III) | OSEC-DAB-ADAS5-7-2014 | 11 | 27,000.00 | Completion of two years studies in college or high school graduate with relevant vocational / trade course | 8 hours of relevant training | 2 years of relevant experience | Career Service (Sub-professional)/ First level eligibility / Relevant MC 11, s. 1996 | | Geomatics and Soil Information Technology Division (NCR) |
| 2 | Cartographer II | OSEC-DAB-CGR2-1-1998 | 8 | 19,744.00 | Completion of two (2) years studies in college or High School Graduate with relevant vocational/trade course | Four (4) hours of relevant training | One (1) year of relevant experience | Cartographer (MC 10 s.2013 Category II) | | Geomatics and Soil Information Technology Division (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 **June 27, 2023**.

- 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);
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