

Republic of the Philippines  
**BUREAU OF SOILS AND WATER MANAGEMENT**  
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 SOILS AND WATER MANAGEMENT in the CSC website:

  
NANCY C. DE SAGUN 09:46AM

HRMO

Date: 16-Jan-2025

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 Assistant III (Senior Bookkeeper)	OSEC-DAB-ADAS3-101-2004	9	22,219.00	Completion of two-year studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Sub-professional)/ First Level Eligibility		Office of the Director - Accounting Section (NCR)
2	Agriculturist II	OSEC-DAB-AG2-807-1998	15	38,413.00	Bachelor's Degree in Agriculture or other allied courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours of relevant training	1 year of relevant experience	Relevant RA 1080		Laboratory Services 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 **JANUARY 27, 2025**.

1. 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](http://www.csc.gov.ph);
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/ license (**for practice of profession**); and
4. Photocopy of Transcript of Records.
5. 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](mailto: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.**