

Republic of the Philippines  
**BUREAU OF AGRICULTURAL AND FISHERIES PRODUCT STANDARD**  
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 PRODUCT STANDARD in the CSC website:

**ATTY. LORNA A. TUNGPALAN-LUGOD**  
HRMO

Date:

**21 NOV 2022**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	ADMINISTRATIVE OFFICER V	OSEC-DAB-ADOF5-14-2004	18	45203	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) / Second Level Eligibility	1. Excellent supervisory and leadership skills 2. Excellent in oral and written communication skills 3. Knowledge in Office productivity tools/ computer and office application 4. Conflict management and negotiation skills 5. Knowledge in Philippine Government Procurement Act (RA 9184) and ISO 9001:2015	Bureau of Agriculture and Fisheries Products Standards - Office of the Director

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 December 1, 2022.

1. Application letter indicating the position title, item number and Division name of a maximum of three positions the applicant intends to apply for
2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Work Experience Sheet (Attachment to CS Form 212)
4. Transcript of Records and/or Certificate of Units Taken for Unfinished Degrees/Courses
5. Certificate of CSC Eligibility/ Appropriate Valid Professional License; and
6. Performance rating in the last rating period (if applicable);

**QUALIFIED APPLICANTS** are advised to send their application to:

**ATTY. LORNA A. TUNGPALAN-LUGOD**

OIC - Chief, Personnel Division

[www.tinyurl.com/2022darecruitmentool](http://www.tinyurl.com/2022darecruitmentool)

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**