



Republic of the Philippines  
 Department of Agriculture  
**BUREAU OF AGRICULTURE AND FISHERIES STANDARDS**  
*"...ensuring consumer safety and promoting global competitiveness  
 of Philippine agriculture and fishery products..."*

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Date Prep.		
Reference Number		

## LIST OF CONTRACT OF SERVICE PERSONNEL VACANCIES OFFICE OF THE DIRECTOR Information and Communication Unit (1 Vacant Position)

Position Title	Item	Qualification Standards				Terms of Reference
		Experience	Education	Training	Eligibility	
<b>Senior Administrative Assistant I (Computer Programmer)</b>	Contract of Service (COS) – SG 13	Preferably with at least 1-year experience in <b>Computer Programming</b>	Bachelor's degree relevant to the job.	8 Hours of relevant training	<b>None Required</b>	<ol style="list-style-type: none"> <li>Provide support in developing and overseeing the implementation of an integrated program for an information management system in the Bureau;</li> <li>Assist the preparation, actual conduct and documentation of meetings, workshops, and other activities;</li> <li>In-charge of the development and maintenance of the BAFS website;</li> <li>In-charge of the maintenance of all IT equipment;</li> <li>Assist in Repair and Maintenance of all IT</li> </ol>

BPI Compound, Visayas Avenue,  
 Diliman, Quezon City, Philippines  
 Trunkline: (632) 928-8741 to 64 /loc. 3301-3319  
 E-mail: [info.dabafst@gmail.com](mailto:info.dabafst@gmail.com)  
 Website: [www.bafst.da.gov.ph](http://www.bafst.da.gov.ph)



											<p>f. Assist in performing activities for BAFS equipment;</p> <p>g. Perform other duties that may be assigned compliance to ISO 9001:2015;</p> <p>g. Perform other duties that may be assigned time to time.</p>
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An affiliate of  
**IFOAM**  
 ORGANICS  
 INTERNATIONAL

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

**VIVENCIO R. MAMARIL, PhD**

**DIRECTOR IV, BAFS**

**BPI Compound, Visayas Ave., Diliman, Quezon City**

**[bafs.hr.cos@gmail.com](mailto:bafs.hr.cos@gmail.com)**

Deadline of submission of applications applicants will be on **November 30, 2022 (Wednesday)**

**ONLY QUALIFIED applicants shall be notified thru ELECTRONIC MAIL (E-MAIL) provided in the application form.**

**APPLICANTS WITH NO CONFIRMATION EMAIL SHALL NOT BE ENTERTAINED**

1. Scanned copy of Application Letter addressed to the **Director IV, VIVENCIO R. MAMARIL PhD** (Specify the position applied for)
2. Scanned copy of **Fully accomplished 2017 Personal Data Sheet (PDS)** with two (2) recent passport sized pictures
3. Scanned copy of **Transcript of Records** (Certified True Copy)
4. Scanned copy of **Undergraduate/Master's Degree Diploma** (Certified True Copy)
5. Scanned copy of **Tax Identification Number (TIN)**
6. Scanned copy of **Training Certificates**

**PLEASE BRING THE ORIGINAL AND PHOTOCOPY OF THE SCANNED DOCUMENTS SUBMITTED ON THE SCHEDULED APPEARANCE**

This Office adheres to the principle of Equal Employment Opportunity and shall not discriminate based on age, sex, sexual orientation, gender identify, civil status, disability, religion, ethnicity, and/or political affiliation.

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