



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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|-------------------------|---|-------------|
| Page | : | Page 1 of 2 |
| Date Prep. | | |
| ASS2023-COSJV-09-16 | | |
| <i>Reference Number</i> | | |

LIST OF CONTRACT OF SERVICE PERSONNEL VACANCIES

OFFICE OF THE DIRECTOR – Administrative Support Services <ASS> (1 Position)

| Position Title | Item | Qualification Standards | | | | Terms of Reference |
|----------------------------------|--|---------------------------------------|---------------|---------------|--|---|
| | | Education | Experience | Training | Eligibility | |
| Administrative Officer II | Contract of Service (COS) SG 11 (20,754.00 php) | Bachelor's degree relevant to the job | None required | None required | None Required (preferably with Career Service (Professional) / Second Level Eligibility) | a. Collates the supporting documents for the processing of payroll; b. Assists in the preparation of PRAS and submits the draft to Procurement Unit; c. Updates the budget utilization (BUR); d. Assists in vehicle, room reservations; e. Updates and maintains the google drove calendar of TSD; f. Facilitates the transmittal of all official communications for review; g. Facilitates the transmittal of incoming and outgoing documents; h. Facilitates the processing of documents related to domestic and international travels; i. Assists in the development of knowledge products of assigned PNS; j. Assists in the registration of PNS with the National Library of the Philippines (NLP); k. Assist in the preparation of honoraria; and l. Performs legwork related to ISO QMS |

BPI Compound, Visayas Avenue,
 Diliman, Quezon City, Philippines
 Trunkline: (632) 928-8741 to 64 loc. 3301-3319
 E-mail: info.dabafs@gmail.com
 Website: www.bafs.da.gov.ph



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 INTERNATIONAL**



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

KAREN KRISTINE A. ROSCOM, PhD

DIRECTOR IV

Bureau of Agriculture and Fisheries Standards

BPI Compound, Visayas Ave., Diliman, Quezon City

bafs.hr.cos@gmail.com

Deadline of submission of applications applicants will be on **August 31, 2023 (Thursday)**

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, KAREN KRISTINE A. ROSCOM, 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) (if applicable)
4. Scanned copy of **Undergraduate/Master's Degree Diploma** (Certified True Copy) (if applicable)
5. Scanned copy of **Certificate of Eligibility / PRC License** (if applicable)
6. Scanned copy of **Tax Identification Number (TIN)**
7. 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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