



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 STANDARDS DEVELOPMENT DIVISION <SDD> (2 Positions)

Position Title	Item	Qualification Standards				Terms of Reference
		Experience	Education	Training	Eligibility	
<b>Science Research Specialist I</b>	Contract of Service (COS) – SG 13	None Required	Bachelor’s degree relevant to the job (preferably a graduate of Veterinary Medicine or Animal Science or any related course)	None Required	None Required (preferably with RA 1080)	a. Act as a manager of projects, activities, and programs related to Philippine National Standard (PNS) for livestock and poultry; b. Analyze and applies data in PNS development based on technical reports on standards research; c. Prepares project work plan of assigned PNS; d. Facilitates the call for nomination of experts as TWG Members and drafts the SO establishing relevant TWG of the assigned PNS; e. Prepares, transmits, and distributes technical documents such as PNS drafts, Notice of Meeting (NoM), Meeting Agenda, Invitations, Program of Activities, and other relevant technical documents related to the assigned PNS; e. Summarizes the outcomes of the TWG Meetings, SC, and other standards-related through MoM and Activity Reports; f. Drafts the initial, working, proposed final, and final drafts of assigned PNS following the outcomes of the TWG Meetings, stakeholder consultations, and other standards-related activities;

BPI Compound, Visayas Avenue,  
 Diliman, Quezon City, Philippines  
 Trunkline: (632) 928-8741 to 64 loc. 3301-3319  
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						<p>g. Writes initial draft of news or feature articles of SC and other standards-related activities;</p> <p>h. Participates in L&amp;D activities relevant to the assigned PNS;</p> <p>i. Participates in L&amp;D activities of the BAFS; and</p> <p>j. Performs other activities as may be assigned by the immediate supervisor.</p>
<p><b>Science Research Specialist I</b></p>	<p>Contract of Service (COS) – <b>SG 13</b></p>	<p>None Required</p>	<p>Bachelor’s degree relevant to the job (preferably a graduate of BS in Agriculture or any related course)</p>	<p>None Required</p>	<p>None Required (preferably with RA 1080)</p>	<p>a. Acts as a manager of projects and activities related to the Philippine National Standard (PNS) for non-food crops and organic agriculture;</p> <p>b. Analyzes and applies data in PNS development based on technical reports on standards research;</p> <p>c. Prepares project work plan of assigned PNS;</p> <p>d. Facilitates the call for nomination of experts as Technical Working Group (TWG) Members and drafts the Special Order (SO) establishing relevant TWG of the assigned PNS;</p> <p>e. Prepares, transmits, and distributes technical documents such as PNS drafts, Notice of Meeting (NoM), Meeting Agenda, Invitations, Program of Activities, and other relevant technical documents related to the assigned PNS;</p> <p>f. Summarizes the outcomes of the TWG Meetings, Stakeholder Consultation (SC), and other standards-related through Minutes of Meeting (MoM) and Activity Reports;</p> <p>g. Drafts the initial, working, proposed final, and final drafts of assigned PNS following the outcomes of the TWG Meetings, SC, and other standards-related activities;</p> <p>h. Writes initial draft of news or feature articles of SC and other standards-related activities;</p>

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						i. Participates in learning and development (L&D) activities relevant to the assigned PNS; j. Participates in L&D activities of the DA-BAFS; and k. Performs other activities as may be assigned by the immediate supervisor.
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**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](mailto:bafs.hr.cos@gmail.com)

Deadline of submission of applications applicants will be on: **August 17, 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)
4. Scanned copy of **Undergraduate / Master's Degree Diploma** (Certified True Copy) (if applicable)
5. Scanned copy of **Certification of Eligibility/ PRC ID / Board Rating** (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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