



Republic of the Philippines  
Department of Agriculture (DA)  
**Bureau of Agriculture and Fisheries Standards (BAFS)**  
"...ensuring consumer safety and promoting global competitiveness  
of Philippine agricultural and fishery products, and machinery..."

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## LIST OF CONTRACT OF SERVICE PERSONNEL VACANCY

### OFFICE OF THE DIRECTOR – Administrative and Finance Services - Administrative Support Services <AFS-ASS> (2 Positions)

Position Title	Item	Qualification Standards				Terms of Reference
		Experience	Education	Training	Eligibility	
<b>Administrative Assistant II (Driver)</b>	Contract of Service (COS) – SG 8 + 20% Premium (20,109.60 Php)	One (1) year of relevant experience	Elementary School Graduate	Four (4) hours of relevant training	Professional Driver's License	<ul style="list-style-type: none"><li>a. Act as an authorized driver of the office;</li><li>b. Assist in the delivery of various official documents and other pertinent papers to other offices as may be required;</li><li>c. Submit reports on the fuel and oil consumption and distance traveled of the assigned BAFS official vehicle;</li><li>d. Monitor the maintenance and performs minor mechanical repairs of the assigned BAFS official vehicle;</li><li>e. Maintain the record of trip tickets and other related documents of the assigned BAFS official vehicle;</li><li>f. Attend to the annual registration and insurance of the assigned BAFS official vehicle;</li><li>g. Conduct inventory of properties and equipments of assigned employees, make the necessary adjustments in the inventory system, and report directly to the GSU Lead Coordinator;</li><li>h. Perform legwork for BAFS QMS ISO 9001:2015.</li></ul>



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Administrative Assistant IV	Contract of Service (COS) – SG 10 + 20% Premium (P23,079.60 Php)	Two (2) years of relevant experience	Preferably with TESDA NC II Holder (Electrical Installation & Maintenance/Plumbing	Eight (8) hours of relevant training	Career Service (Sub-professional)	<ul style="list-style-type: none"> <li>a. Maintains the general upkeep and maintenance of the DA-BAFS main and annex building;</li> <li>b. Conducts monthly maintenance checks of the BAFS main building and dormitory and identifies repair needs;</li> <li>c. Consolidates all repair needs and provides the list to the GSU Lead Coordinator needed for the PPMP and PRAS for the main building and dormitory maintenance and repair;</li> <li>d. Prepares the documentary attachments for PRAS;</li> <li>e. Maintains a repair and maintenance logbook;</li> <li>f. Assists in the conduct of minor repairs of facilities and equipment;</li> <li>g. Monitors water and electric consumptions, maintains photocopying services, telephone facilities, and other related functions; and</li> <li>h. Performs legwork for BAFS QMS ISO 9001:2015.</li> </ul>
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**Interested and qualified applicants** are advised to **send the scanned copy of the following requirements in one (1) compiled PDF through e-mail with the subject: POSITION\_SURNAME:**

1. Application Letter specifying the position applied for;
2. Fully accomplished 2017 Personal Data Sheet (PDS) with one (1) recent passport-sized picture and Work Experience Sheet;
3. Transcript of Records (Certified True Copy) (if applicable);
4. Bachelor's Degree (Certified True Copy) (if applicable);
5. CSC Eligibility (if applicable); and
6. Training Certificates.

**Applications should be addressed to:**

**MS. MARY GRACE R. MANDIGMA**

Officer-in-Charge, Director

DA - 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 will be on June 23, 2025.**

**ONLY QUALIFIED applicants shall be entertained and notified thru the ELECTRONIC MAIL (E-MAIL) provided in their PDS.**

*All interested and qualified applicants regardless of gender identity, sexual orientation, civil status, physical/mental capacity, religion, ethnicity, or political affiliation are encouraged to apply for vacancies.*

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