



### 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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Reference Numbers				

# 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	
Administrative Assistant II (Driver)	Contract of Service (COS) – SG 8 + 20% Premium (20,109.60 Php)	One (1) year of relevant experience	•		Eligibility  Professional Driver's License	<ul> <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> </ul>
						f. Attend to the annual registration and insurance of the assigned BAFS official vehicle; 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;
						h. Perform legwork for BAFS QMS ISO 9001:2015.

BPI Compound, Visayas Avenue, Diliman, Quezon City Philippines

Trunkline: +63 (2) 8928-8741 to 64 loc. 3301 - 3319

Email: bafs.od@da.gov.ph
Website: www.bafs.da.gov.ph







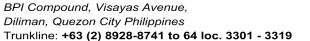


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Administrative Assistant IV	Contract of Service (COS) – SG 10 + 20% Premium (P23,079.6 0 Php)	Two (2) years of relevant experience	Preferably with TESDA NC II Holder (Electrical Installation & Maintenance/Plumbing	Eight (8) hours of relevant training	Career Service (Sub-professional)	<ul> <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.



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# 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

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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