



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...”

Page	:	1 of 3
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 IV	Contract of Service (COS) – SG 10 + 20% Premium	Two (2) years of relevant experience	Preferably a TESDA NC II Holder (Electrical Installation & Maintenance/Plumbing	Eight (8) hours of relevant training	Career Service (Sub-professional)	<ul style="list-style-type: none"> a. Maintains the general upkeep and maintenance of the DA-BAFS main and annex building; b. Conducts monthly maintenance checks of the BAFS main building and dormitory and identifies repair needs; 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; d. Prepares the documentary attachments for PRAS; e. Maintains a repair and maintenance logbook; f. Assists in the conduct of minor repairs of facilities and equipment; g. Monitors water and electric consumptions, maintains photocopying services, telephone facilities, and other related functions; and h. Performs 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 II (Driver)	Contract of Service (COS) – SG 8 + 20% Premium	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"> a. Act as an authorized driver of the office; b. Assist in the delivery of various official documents and other pertinent papers to other offices as may be required; c. Submit reports on the fuel and oil consumption and distance traveled of the assigned BAFS official vehicle; d. Monitor the maintenance and performs minor mechanical repairs of the assigned BAFS official vehicle; e. Maintain the record of trip tickets and other related documents of the assigned BAFS official vehicle; 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.
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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

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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