



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 2
Reference Numbers		

## LIST OF CONTRACT OF SERVICE PERSONNEL VACANCY

### Organic Agriculture Division (1 Position)

Position Title	Item	Qualification Standards				Terms of Reference
		Experience	Education	Training	Eligibility	
<b>Project Assistant IV</b>	Contract of Service (COS) – SG 14 + 20% Premium <b>(P33,306.00 Php)</b>	Three (3) years of relevant experience	Preferably has Bachelor’s degree in Agriculture or any relevant program	Sixteen (16) hours of relevant training	Preferably with CSC Eligibility (Sub-Professional)	<ul style="list-style-type: none"><li>a. Assists in the management of activities related to accreditation of organic certifying bodies (OCB), under third-party and participatory guarantee system (PGS);</li><li>b. Assists in the development and implementation of technical regulations related to accreditation of OCB;</li><li>c. Assists in the maintenance of the quality management system of the Accreditation Section (AS);</li><li>d. Assists in the development of Work and Financial Plans; and Programs, Activities, and Projects (PAP) of the AS;</li><li>e. Assists the maintenance and control of the use of the organic mark and PGS guaranteed mark;</li><li>f. Assists in the coordination of the conduct of activities of the DA-BAFS related to the ASEAN harmonization of organic agriculture standards, organic certification, and accreditation of OCB;</li><li>g. Assists in the conduct of office and witness audits for the accreditation of OCB;</li><li>h. Assists in the conduct of surveillance of accredited OCB;</li></ul>

BPI Compound, Visayas Avenue,  
Diliman, Quezon City Philippines  
Trunkline: +63 (2) 8928-8741 to 64 loc. 3301 - 3319  
Email: [bafs.od@da.gov.ph](mailto:bafs.od@da.gov.ph)  
Website: [www.bafs.da.gov.ph](http://www.bafs.da.gov.ph)



An affiliate of  
**IFOAM**  
**ORGANICS**  
INTERNATIONAL



						<ul style="list-style-type: none"> <li>i. Assists in the management of the database of accredited OCB, and third-party and PGS certified organic producers; and</li> <li>j. Performs such other functions, duties, and responsibilities as may be necessary to implement the accreditation functions.</li> </ul>
--	--	--	--	--	--	--

**Interested and qualified applicants** are advised to **send the scanned copy of the following requirements in one (1) compiled PDF** through **<https://tinyurl.com/DA-BAFS-COS-Recruitment-Tool>**:

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, PFT**

Officer-in-Charge, Director

DA - Bureau of Agriculture and Fisheries Standards

BPI Compound, Visayas Ave., Diliman, Quezon City

**Deadline of submission of applications will be on July 7, 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.*

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**



An affiliate of  
**IFOAM**  
**ORGANICS**  
**INTERNATIONAL**

