

Position Title	Item	Qualification Standards				Terms of Reference
		Experience	Education	Training	Eligibility	
						international) of the unit and the Administrative Officer V; h. Performs legwork for BAFS QMS ISO 9001:2015.
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.



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 2025 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:

KAREN KRISTINE A. ROSCOM, PFT, PhD, CESO III

Director IV

DA - Bureau of Agriculture and Fisheries Standards

BPI Compound, Visayas Ave., Diliman, Quezon City

Deadline of submission of applications will be on June 12, 2026.

ONLY QUALIFIED applicants shall be notified through ELECTRONIC MAIL (E-MAIL) upon receipt and evaluation of their application.

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.