



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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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	Contract of Service (COS) SG 8 + 20% Premium	One (1) year of relevant experience	Preferably has a Bachelor's degree in Psychology, Human Resource Management, Office Administration, or any related program	Four (4) hours of relevant training	Preferably with CSC Eligibility (Sub-Professional)	<ul style="list-style-type: none"> a. Provide administrative and clerical support to the HRM Unit; b. Assist in the implementation of HRM programs and activities in compliance with approved QMS, QP, QO, and RMP; c. Assist in maintaining and updating HR databases (e.g., public assistance desk schedule, flag ceremony attendance, and personnel movements). d. Assists the Administrative Officer V in the conduct of internal GAD-related activities; e. Assist in monitoring, consolidating, and filing of Performance Rating Sheets (PRS); f. Assists in the preparation of internal PRAS and submits the draft to the Procurement Unit; g. Facilitates the processing of pre- and post-travel documents (domestic and



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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 **<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.