

Place of Assignment :	BAR, Quezon City
Position Title :	Administrative Aide VI (Clerk III)
Plantilla Item No. :	OSEC-DAB-ADA6-247-2004
Salary/Job/Pay Grade :	6
Monthly Salary :	Php 17,553.00
Eligibility :	Career Service (Subprofessional)/ First Level Eligibility
Education :	Completion of two (2) years studies in College
Training :	None Required
Work Experience :	None Required
Competency :	N/A

Instructions/Remarks :

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 31, 2024.

Documents:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture with signature over printed name (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Work Experience Sheet (WES), as part of PDS;
3. Performance rating for the last rating period preceding the application (if applicable);
4. Photocopy of Authenticated certificate of eligibility/rating/license;
5. Photocopy of certificates of employment and training; and
6. Photocopy of official transcript of records and diploma.

APPLICATION OF EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLES (EEOP)

The BUREAU OF AGRICULTURAL RESEARCH upholds Equal Employment Opportunity Principles: "that there shall be no discrimination in the selection of employees on account of age, school, gender, civil status, disability, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job, and equal opportunity."

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JUNEL B. SORIANO, PhD

Director IV

RDMIC Bldg. Visayas Ave. corner Elliptical Road Diliman, Quezon City
personnel@bar.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Posting Date : January 19, 2024

Closing Date : January 31, 2024