

**REQUIREMENTS IN APPLYING FOR
CERTIFICATION OF ELIGIBILITY OF DEPARTMENT OF AGRICULTURE
S&T PERSONNEL UNDER REPUBLIC ACT NO. 8439,
AS AMENDED BY REPUBLIC ACT NO. 11312**

AGENCY:

- Office Special Order/Memorandum on the Composition of the Agency Screening Committee (ASC)
- Report and recommendation of the ASC, signed by all committee members and endorsed by the Head of the Agency

INDIVIDUAL APPLICANTS:

New applicant

- An individual matrix containing the following information: position title, salary grade and description of actual duties and responsibilities with corresponding percentage time allocation as certified by the immediate supervisor or any competent authority
- Certified true copy of diploma
- Certified true copy of the academic transcript of records

Renewing applicant

- An individual matrix containing the following information: position title, salary grade and description of actual duties and responsibilities with corresponding percentage time allocation as certified by the immediate supervisor or any competent authority
- A certified true copy of the last four (4) Individual Performance Commitment and Review Form
- Copy of the 2020 Certification of Eligibility

Submit the complete requirements to:

**DA SCREENING COMMITTEE SECRETARIAT
Bureau of Agricultural Research
RDMIC Bldg. Elliptical Rd. cor. Visayas Ave.,
Diliman, Quezon City**

Email: magnacarta4da@gmail.com