

ANNOUNCEMENT OF HIRING  
The Bureau of Agricultural Research is in need of the following:

<b>Position</b>	:	<b>Human Resource Management Officer III (Anticipated vacancy)</b>
Division	:	Ad-hoc Administrative and Finance Division- Human Resource Management Unit
Status of Employment	:	Contract of Service (COS)
Salary Grade	:	<b>SG 18 – Php – 40, 637.00</b>
Qualification Standard	:	
Education	:	Bachelor’s Degree relevant to the job.
Work Experience	:	Two (2) years relevant experience.
Training	:	Eight (8) hours relevant training
Eligibility	:	No eligibility required.

**Terms of Reference:**

- Administer Psychometric examinations and evaluate the results in support to the hiring and recruitment of BAR staff;
- Coordinate with the concerned authorities, officials, and other government and private agencies in the development and implementation of human resource interventions for all BAR staff;
- Assist in the conduct of initial screening for vacant permanent plantilla positions;
- Conduct initial screening and interview of applicants for vacant contract of service (COS) positions;
- Serve as co-focal point person for the Recruitment, Selection and Placement core system for the PRIME-HRM application of BAR;
- Assist in the processing of appointments for permanent plantilla positions of BAR;
- Facilitate and coordinate with the respective BAR operating units in filling up of vacant COS positions that may arise;
- Prepare and process the renewal of contracts of COS-engaged personnel;
- Prepare/facilitate other pertinent human resource interventions and HR-related studies;
- Assist in the conduct and facilitation of L&D programs for BAR staff;
- Evaluate and provide inputs for HRD interventions for BAR staff;
- Serve as secretariat for DA-BAR HR-related committees;
- Attend and document meetings, prepare minutes of meetings;
- Assist the Head of HRMU of the Bureau in the administrative functions and other human resource management activities;
- Research and review administrative rules and regulations and other pertinent HR-related laws,
- Conduct assessment of the bureau’s human resource capability, capacity and suggest strategies to enhance performance measures to enhance efficiency, effectiveness and timeliness of major final outputs;
- Prepare internal memoranda and other HR-related communications, (e.g. reports, special orders, etc.);
- Screening and validation of On-the-Job Trainees (OJT) for assignment to the bureau’s different operating units; and
- Assist in other HR-related activities.

<b>Position</b>	:	<b>Planning Officer II (Anticipated vacancy)</b>
Division	:	Planning and Monitoring Unit
Status of Employment	:	Contract of Service (COS)
Salary Grade	:	<b>SG 15 – Php – 30, 531.00</b>
Qualification Standard	:	
Education	:	Bachelor’s Degree relevant to the job.
Work Experience	:	One (1) year relevant experience.
Training	:	Four (4) hours relevant training
Eligibility	:	No eligibility required.

**Terms of Reference:**

A. Organizational Planning

- Lead and facilitate the preparation of the corporate/agency presentations in support to the activities of the Bureau;
- Assist in the facilitation and implementation of the Strategic Performance Management System (SPMS) Guidelines on behalf of the PMU as the Performance Management Team (PMT) Secretariat;
- Assist in the facilitation of documents and secretariat assignments for the Strategic Performance Management System implementation;
- Assist in the conduct of the Performance Commitment and Review (PCR) activities (e.g. target setting);
- Assist in the facilitation of secretariat works for the DA-BAR PMT.

B. R4D System Planning (External/Sectoral)

- Assist in enhancing, updating, and institutionalization of Research for Development and Extension System-related documents (e.g. Philippine Development Plan (PDP);
- Assist in updating and enhancement of Research for Development and Extension Agenda-related documents (e.g. Unified R4DE document, R4DE Continuum);
- Assist in the conduct of the Research, Development, and Extension (RDE) Workshops;
- Assist in the preparation of the department and bureau-level R4D investment plans and targets (e.g. Program Investment Plan, Three-year Infrastructure Investment Plan)

C. Agency-level-based and Results-based Monitoring and Assessment

- Assist in the agency-level conduct of R4D program assessment-related activities;
- Assist in processing of R4D Program/Projects/Activities (PPAs) data, package, and submit agency reports to DA-Monitoring and Evaluation Division (DA-MED);
- Participate in program assessment-related activities spearheaded by the DA-MED;
- Assist in the conduct of semestral PCR Assessment Workshop and Agency Performance Review Conference;
- Assist in facilitation of the review and finalization of division and unit quarterly and semestral PCR forms with targets

D. Other Tasks

- Maintain, update, and back-up, and organize the online database and files of the unit;
- Participate in meetings, assessments, workshops, conferences, and other activities to represent PMU;
- Provide and compile various technical support and assistance related to the internal operation of the bureau, oversight and other related agencies' requests and concerns.

Position	:	Administrative Officer II (1 vacancy)
Division	:	Administrative and Finance Division- Human Resource Management Unit
Status of Employment	:	Contract of Service (COS)
Salary Grade	:	SG 11 – Php – 20, 754.00
Qualification Standard	:	
Education	:	Bachelor’s Degree relevant to the job.
Work Experience	:	No relevant experience required
Training	:	No training required
Eligibility	:	No eligibility required.

**Terms of Reference:**

- Receive incoming documents and maintain a filing system of the HRMU’s records;
- Serve as records custodian of the HRMU
- Forward/route outgoing documents to the respective operating units of the BAR;
- Provide assistance in the preparation and facilitation of necessary reports of the Human Resource Management Unit and other HR-related documents;
- Provide technical and administrative back-stopping for the preparation and drafting of BAR internal documents;
- Serve as custodian of the HRMU office supplies;
- Respond to and resolve administrative concerns; and
- Assist in the scheduling of appointments and maintain a calendar of HR-related activities.

<b>Position</b>	:	<b>Administrative Assistant IV (1 vacancy)</b>
Division	:	Ad-hoc Administrative and Finance Division
Status of Employment	:	Contract of Service (COS)
Salary Grade	:	<b>SG 10 – Php – 19,233.00</b>
Qualification Standard	:	
Education	:	Completion of two-year studies in College
Work Experience	:	Two (2) years relevant experience
Training	:	Eight (8) hours relevant training
Eligibility	:	No eligibility required.

**Terms of Reference:**

- Preparation of Semestral Report on Enforcement & Monitoring of Final & Executory Decision (REMFED);
- Preparation of Report of Monthly Monitoring of COEMIS;
- Drafting of Quarterly templates on unsubmitted/unaccounted JEVs,DVs/Payrolls, ADA with DVs/Payrolls, ORs & LRs;
- Preparation of Semestral DPCR Accomplishment of ATL;
- Preparation of Quarterly Statement of Audit Suspensions, Disallowances and Charges (SASDC);
- Preparation of NSSDC;
- Preparation of Quarterly Report on Database on NDs/NCs/NFDs/COEs and Requests for technical review/evaluation and inspection;
- Preparation of Annual Report on Actions Taken on NSs, NDs & NCs issued;
- Preparation of other reports as instructed by the auditor;
- Updating of different Monitoring tasks assigned;
- Checking of Reports and Remittances;
- Preparation of Confirmation Requests to Non-Government Organizations/Private Organizations;
- Encoding of working papers as instructed by the auditors;
- Receiving and Filing of Incoming Documents;
- Recording, releasing and Filing copies of outgoing documents;
- Updating inventories of office files;
- Receiving incoming phone calls;
- Sending e-copy of Reports as needed;
- Follow-up compliance of Management on Audit results, reports and request for submissions and
- Scanning of Monthly Journal Entry Vouchers (JEVs) including all supporting documents received.

**How to apply:**

Interested and qualified applicants should fill out the application form:  
[https://bit.ly/2025BARApplicationForm\\_COS](https://bit.ly/2025BARApplicationForm_COS). Deadline of submission of applications is on **March 10, 2025** (Monday).