

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

Position	:	Administrative Officer III
Division	:	Ad-hoc Administrative and Finance Division- Human Resource Management Unit
Status of Employment	:	Contract of Service (COS)
Salary Grade	:	SG 14 – Php – 27, 755.00
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:**

- Serve as co-focal point person for the bureau’s Rewards and Recognition core system for the PRIME-HRM application of BAR;
- Preparation of payrolls for COS engaged personnel of BAR;
- Attendance monitoring of COS engaged personnel and permanent plantilla employees;
- Draft HR-related reports such as, but not limited to updating of the BAR personnel database; pay slips etc.;
- Encode and maintain a database of approved Travel Orders and Personnel Locator Slips;
- Assist in the administration and evaluation of examinations and evaluate the results for hiring and recruitment of BAR staff;
- Attend HR-related meetings, training, webinars and workshops.
- Prepare pertinent reports and documents as instructed;
- Serve as secretariat for the DA-BAR PRAISE Committee and Senior Citizens and People with Disabilities (SCPD) technical working group;
- Prepare the minutes of meetings and committee resolutions, as secretariat; and
- Maintain HRMU records and files and other HR-related documents.

**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 27, 2025** (Thursday).