

## ANNOUNCEMENT OF HIRING

The Bureau of Agricultural Research is in need of the following:

<b>Position</b>	:	<b>Senior Administrative Assistant I (Anticipated vacancy)</b>
Unit	:	Planning and Monitoring Unit
Status of Employment	:	Contract of Service (COS)
Salary Grade	:	<b>SG 13 – Php – 25,232.00</b>
Qualification Standards		
Education	:	Completion of two years degree in college
Work Experience	:	Three (3) years of relevant experience
Training	:	Sixteen (16) hours of relevant training
Eligibility	:	No CSC Eligibility required

### Terms of Reference

- Record, maintain, and track the incoming and outgoing documents of the Planning and Monitoring Unit
- Provide logistical and administrative support to PMU related activities/documents
- Assist in the preparation and monitoring of the unit's WFP, PPMP, and APP
- Lend technical backstopping to the PMU.

Interested and qualified applicants should fill out the application form:

[https://bit.ly/2025BARApplicationForm\\_COS](https://bit.ly/2025BARApplicationForm_COS)

Posting: May 9, 2025

Deadline of submission of applications is on May 19, 2025 (Monday)