

## ANNOUNCEMENT OF HIRING

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

<b>Position</b>	:	<b>Administrative Assistant V</b>
Unit	:	Accounting Unit
Status of Employment	:	Contract of Service (COS)
Salary Grade	:	<b>SG 11 – Php 20,754.00</b>
Qualification Standards		
Education	:	Completion of two years degree in college
Work Experience	:	Two (2) years of relevant experience
Training	:	Eight (8) hours of relevant training
Eligibility	:	No CSC Eligibility required

### Terms of Reference

- Responsible for the recording of payroll and deduction to the index card;
- Liaised for the payment of GSIS, HDMF, PHIC, and BIR Monthly contributions;
- Responsible for the computation of tax (i.e. Smart, PLDT, Security, Janitorial, Suppliers, Honorarium);
- Responsible for the reconciliation of tax summary against accounting records;
- Responsible for the organization and filing of tax-related documents; and
- Prepare and process the monthly ORS/DV of HDMF, GSIS, PHIC Monthly Remittances.

Interested and qualified applicants should fill out the application form:

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

Posting: June 30, 2025

Deadline of submission of applications is on July 4, 2025 (Friday)