

## ANNOUNCEMENT OF HIRING

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

<b>Position</b>	:	<b>Administrative Aide VI</b>
Division	:	Program Monitoring, Evaluation and Linkaging Division – International R&D Relation Section
Status of Employment	:	Contract of Service (COS)
Salary Grade	:	<b>SG 6 – Php 14,847.00</b>
Qualification Standards		
Education	:	Completion of two (2) years degree in college
Work Experience	:	None required
Training	:	None required
Eligibility	:	No eligibility required

### Terms of Reference

- In-charge in the document tracking (in-coming) and recording of incoming communications of the division;
- Manage a database containing all received & issued documents and communications for tracking;
- Ensure the maintenance of chronological filing of documents;
- Provide maintenance and updating of division's database
- Distribute/forward communication to all concerned staff in PMELD;
- Photocopy; secure and compile copies PMELD important documents;
- Provide support service/assistance during monitoring of BAR projects, meeting, and other related activities conducted by the division; and
- Provide support service/assistance in International Relations Section.

Interested and qualified applicants should fill out the application form:

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

Posting: July 7, 2025

Deadline of submission of applications is on July 11, 2025 (Friday)