



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
(+632) 8461 2800 and (+632) 8461 2900 • r4d@bar.gov.ph

Ref. No. 2023-118
December 4, 2023

MEMORANDUM FROM THE DIRECTOR

TO : ALL CONTRACT OF SERVICE (COS) PERSONNEL


SUBJECT : REPLACEMENT FOR VACANT COS POSITION

This is to inform all COS personnel that the Bureau is currently searching for candidates to fill up the vacant position of **Senior Administrative Assistant V (SG 18)** who shall be assigned to the **Office of the Director (OD)**.

All interested employees may signify their intent through writing, addressed to the undersigned. Deadline for submission of applications is on **December 11, 2023, Monday**.

Please find attached the minimum qualification standards required for the position for your reference.

For information and guidance.


JUNEL B. SORIANO, PhD

FOR HIRE ANNOUNCEMENT
The Bureau of Agricultural Research is hiring

Position	:	Senior Administrative Assistant V
Division	:	Office of the Director (OD)
Status of Employment	:	Contract of Service
Salary Grade	:	SG 18 - Php - 40,637.00
Qualification Standard :		
Education	:	Completion of two-year studies in college or High School graduate with relevant vocational/trade course.
Work Experience	:	Four (4) years of relevant experience.
Training	:	Twenty Four (24) hours of relevant training
Eligibility	:	None required.

Terms of Reference

1. Facilitate the day-to-day operational and administrative activities of the Office of the Director by organizing the incoming flow of work, prioritizing documents for action and incoming requests, maintaining a control system, monitoring and follow up of actions with concerned personnel to ensure the timely response, specifically, but not limited to the following:
 - a. Facilitate the travel-related documents of the office of the Director (ie. Travel Orders, Travel Expense Vouchers, Request for Travel Authority); and,
 - b. Facilitate the preparation of work and financial plan-related documents for various activities of the Office of the Director (i.e. Project Procurement Management Plan, Purchase Requests, Obligation Request and Status, Disbursement Vouchers);
2. Maintain a database of project proposals and ensure the following:
 - a. That all incoming proposals, both soft copies and hard copies, are encoded into the said database;
 - b. That the remarks and instruction/s of the Director for each proposal are well-noted and properly coordinated with the concerned divisions;
 - c. That all submissions from implementing agencies are properly acknowledged; and
 - d. That all details of approved project proposals are properly encoded and monitored according to the progress of implementation;
3. Serve as Secretariat during Management Committee (ManCom) meetings:
 - a. Prepare and circulate the agenda to all ManCom members;
 - b. Ensure that all presentation and other related materials are prepared before the conduct of the ManCom meeting; and,
 - c. Assist in the preparation and dissemination of the minutes of the meeting;
4. Ensure that all incoming communications addressed to the Director are properly acknowledged and responded.

