



REPUBLIC OF THE PHILIPPINES
DEPARTMENT OF AGRICULTURE
BUREAU OF AGRICULTURAL RESEARCH
RDMIC Bldg., Elliptical Road corner Visayas Avenue, Diliman, Quezon City 1104
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Ref. No. 2024-24
January 19, 2024

MEMORANDUM FROM THE DIRECTOR

TO : ALL DA-BAR STAFF

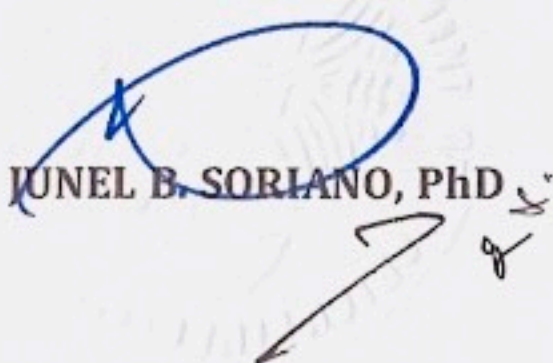
SUBJECT : FILLING OF VACANT PLANTILLA POSITION

This is to inform all DA-BAR personnel that the Bureau is currently searching for candidates to fill up the vacant position of **Administrative Aide VI (Clerk III)** to be assigned to the **Knowledge Management and Information Systems Division (KMISD)**.

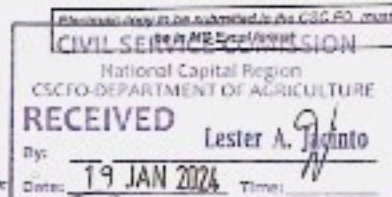
All interested employees may signify their intent through writing, addressed to the undersigned. Deadline for submission of applications is on January 31, 2024, Wednesday.

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

For information and guidance.


JUNEL B. SORIANO, PhD

Republic of the Philippines
BUREAU OF AGRICULTURAL RESEARCH
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the BUREAU OF AGRICULTURAL RESEARCH in the CSC website:

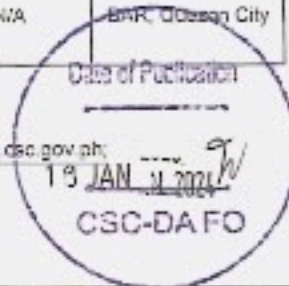
Jude Ray P. Laguna
JUDE RAY P. LAGUNA
Head, HRMU

Date: 19-Jan-24

No.	Position Title (Parenthetical Title, If applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Aide VI (Clerk III)	OSEC-DAB-ADA6-247-2004	6	17553.00	Completion of two (2) years studies in College	None Required	None Required	Career Service (Subprofessional)/ First Level Eligibility	N/A	BAR, Odeon City

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than January 31, 2024.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture with signature over printed name (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Work Experience Sheet (WES), as part of PDS;
3. Performance rating for the last rating period preceding the application (if applicable);
4. Photocopy of Authenticated certificate of eligibility/rating/license;
5. Photocopy of certificates of employment and training; and
6. Photocopy of official transcript of records and diploma.



APPLICATION OF EQUAL EMPLOYMENT OPPORTUNITY PRINCIPLES (EEOP)
The BUREAU OF AGRICULTURAL RESEARCH upholds Equal Employment Opportunity Principles: "that there shall be no discrimination in the selection of employees on account of age, school, gender, civil status, disability, ethnicity, social status, income class, political affiliation or other similar factors/personal circumstances which run counter to the principles of merit, fitness for the job, and equal opportunity."

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JUNEL B. SORIANO, PhD
Director IV
RDMIC Bldg. Visayas Ave. corner Elliptical Road Diliman,
Quezon City
personnel@bar.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.