 ISO 9001:2015	PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT	DOCUMENT CODE	QMSF-FADPS-07-01-01
	VACANCY ADVICE	REVISION NUMBER	1
PAGE NUMBER		1 of 1	
EFFECTIVITY DATE		August 1, 2019	
TITLE			

The **Philippine Council for Agriculture, Aquatic and Natural Resources Research and Development (PCAARRD)**, is looking for qualified applicants for its vacancy.

PCAARRD, one of the sectoral planning councils under the Department of Science and Technology (DOST), provides a unified and focused direction for the country's research and development (R&D) in the agriculture, aquatic, and natural resources (AANR) sectors. It formulates policies, plans, and programs for science and technology (S&T)-based R&D, institutional development, and technology promotion initiatives on different commodities under its concern; coordinates, evaluates, and monitors programs and projects; and is engaged in active partnerships with international, regional, and national organizations and funding institutions for joint R&D, human resource development, technical assistance, and exchange of scientists, information, and technologies.

DOST-PCAARRD, an ISO 9001:2015-certified agency, is committed to achieving a sustained dynamic leadership in S&T innovation for AANR products innovation and environment resiliency.

I. POSITION TITLE/Salary Grade : Administrative Assistant II (Clerk IV) / (SG 8)
 Plantilla Item No. : PCAANRRDB-ADAS2-16-2011
 Employment Status : Permanent

II. QUALIFICATIONS


CSC Minimum Qualifications

Education : Completion of two-year studies in college
 Work Experience : One (1) year of relevant work experience
 Training : Four (4) hours of relevant training
 Eligibility : Career Service (Sub-Professional) First Level Eligibility

Add'l. Qualifications/Competencies: Basic knowledge on office administration; computer literate

III. JOB DESCRIPTION

1. Receives documents requesting for fax service or for regular mailing service.
2. Receives incoming fax and emails and forward the same for inclusion in the DocTracks system.
3. Serves as the PCAARRD receiving officer for Freedom of Information (FOI) documents and as such, processes these FOI documents until information requested were properly acted upon by the concerned staff. Prepares reports required for the FOI.
4. Attends to documents and bills forwarded by the Philippine Postal Office.
5. Serves as records custodian. As such, he/she will be responsible for the archiving and disposal of PCAARRD documents through proper coordination with the National Archives of the Philippines (NAP).
6. Serves as ISO records control officer and CSF Marshal.
7. Responsible for the inputting of travel details of completed trip tickets to the VMIS.
8. Alternate staff for Document Tracking System Officer.
9. Attends to other task that maybe assigned from time to time.

IV. REQUESTING OFFICIAL : 
DEMETRIO M. CINCO
 Chief Administrative Officer, FAD

V. DEADLINE OF APPLICATION : February 19, 2020
 Date of Posting : February 5, 2020

Chito
2/5/2020

VI. DOCUMENTS TO BE SUBMITTED TOGETHER WITH THE APPLICATION LETTER:
(Only applicants with complete documents will be screened)

- Updated Curriculum Vitae
- Recent 2" x 2" ID photo
- Photocopy of Transcript of Records
- Authenticated copy of Cert. of Eligibility
- Photocopy of training certificates
- Updated service record for government employee; certificate of employment for those in the private sector
- Certified copy of Latest Performance Evaluation Report

Please address your application to: DR. REYNALDO V. EBORA, Executive Director
 DOST-PCAARRD, Paseo de Valmayor, Timugan, Los Baños, Laguna

Forward application to FAD-Personnel Office. We encourage interested and qualified applicants to submit their applications, including members of indigenous communities, those from any sexual orientation and gender identities and persons with disability. Ramps and elevator are available for mobility. For further queries, contact (049) 501-1247; 536-2305 local 287; personnel.pcaarrd@gmail.com.


ADELINA S. JIMENEZ
 Admin. Officer V/Human Resource Management Officer