

 PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT ISO 9001:2015	<b>VACANCY ADVICE</b>	DOCUMENT CODE	QMSF-FADPS-07-01-01
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<b>TITLE</b>		PAGE NUMBER	1 of 1
		EFFECTIVITY DATE	September 3, 2025

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 : Project Technical Assistant IV  
 II. Plantilla Item No. : N/A  
 Employment Status : Contract of Service (COS)

III. QUALIFICATIONS

CSC Minimum Qualifications

- Education : Bachelor's degree relevant to the position  
 Work Experience : None required  
 Training : None required  
 Eligibility : None required

Additional qualifications/competencies : Applicants with good written and verbal communication skills, as well as layouting and presentation design skills, will have an advantage.

IV. JOB DESCRIPTION

The position shall provide technical and administrative support to the Resource Generation Section (RGS) in the coordination, monitoring, and evaluation of bilateral, multilateral, and institutional linkages and international cooperation initiatives of DOST-PCAARRD. The staff shall assist in the preparation of reports, presentation materials, communications, and other relevant documents related to international partnerships, resource generation, and capability-building activities. The position shall likewise support the coordination and conduct of international seminars, workshops, meetings, and exchange activities, as well as assist in the packaging and dissemination of corporate publications and multimedia materials. The staff may also be assigned other related duties and responsibilities as may be necessary.

- V. REQUESTING OFFICIAL :   
**LILIAN G. BONDOC, PhD**  
 Director, Policy Coordination and Monitoring Division (PCMD)

- VI. DEADLINE OF APPLICATION : **JUNE 28, 2026**  
 Date of Posting : **MAY 28, 2026**

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

- Notarized Personal Data Sheet (CS Form No. 212 Revised 2025) (Downloadable at the PCAARRD Job Vacancies webpage)
- Accomplished Work Experience Sheet (Downloadable at the PCAARRD Job Vacancies webpage)
- Updated Curriculum Vitae
- Two CSC prescribed passport size photo
- Photocopy of Transcript of Records
- Proof of Eligibility
- Photocopy of training certificates
- Updated service record for government employees
- Certificate of Employment for those in the private sector
- Certified copy of the 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.** This agency recognizes the equal opportunity principle where all qualified applicants are being considered for employment without discrimination on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation. Ramps and elevator are also available for mobility. For further queries, contact (049) 501-1247; 536-9670 local 287; [recruitment.pcaarrd@gmail.com](mailto:recruitment.pcaarrd@gmail.com).

  
**GEORGIA M. LAWAS**  
 Administrative Officer V, FAD-Personnel