



DOCUMENT CODE	QMSF-FADPS-07-01-01
REVISION NUMBER	3
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EFFECTIVITY DATE	September 3, 2025

VACANCY ADVICE

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 : **Senior Science Research Specialist/ SG-19**
- II. Plantilla Item No. : **PCAAARRDB-SRSRS-79-2011**
- Employment Status : Permanent

III. QUALIFICATIONS

CSC Minimum Qualifications

- Education : Bachelor's degree relevant to the job
- Work Experience : Two (2) years of relevant experience
- Training : 8 hours of relevant training
- Eligibility : Career Service (Professional) Second Level Eligibility and/or RA1080

Additional qualifications/competencies:

1. Master's Degree in Agriculture or any related science/field is an advantage;
2. With at least two years experience in project management or research management;
3. With background in conducting on-site/field monitoring;
4. Adept to advance MS Office applications and other relevant software is an advantage;
5. Membership/Chairmanship to various technical organizations and groups is an advantage;
6. With leadership potential and critical thinking ability; and
7. With good communication, planning and organizational skills

IV. JOB DESCRIPTION

1. Conceptualizes R&D plans, programs, and projects for assigned commodity-based industry particularly by determining industry problems and appropriate S&T needs as inputs to R&D direction setting; updating the S&T plans and roadmaps; and reviewing policy documents and national industry plans;
2. Packages proposals and projects in compliance with DOST/DOST-PCAARRD guidelines and related policies, HNRDA priorities, and research areas indicated in the ISP roadmap; assists in the presentation to the approving bodies; and maintains linkages with national and international S&T partners;
3. Coordinates, monitors, and evaluates programs/projects, initiatives, and interventions being implemented under assigned commodity by ensuring that project deliverables, milestones, and outcomes are achieved on schedule, project requests are addressed and presented to the approving bodies, databases are populated, and processes align with the relevant guidelines and quality systems;
4. Provides technical assistance in the planning and delivery of activities and outputs of assigned Section by providing critical inputs in the conceptualization of plans and programs relevant to the mandates and functions of the section and by serving as Officer in Charge in the absence of the Section Head and/or Division Director;
5. Serves as lead technical staff/Head of the assigned unit/subsection and provides guidance to the staff by implementing appropriate and effective coaching and mentoring strategies, and by conducting regular performance review and developing innovative solutions to identified concerns;
6. Serves as Commodity Cluster Head and supervise the cluster members in conceptualization and prioritization of plans, programs, projects, and activities;
7. Assesses the readiness of outputs/ technologies/information for transfer/dissemination; packages and provides technical review on IEC materials concerning the assigned commodity; and participates in relevant technology transfer and promotion activities;
8. Provides guidance to the staff by implementing appropriate and effective coaching and mentoring strategies;
9. Represents the division in various internal and external committees through active participation in meetings and other activities; and
10. Performs other duties that may be assigned from time to time.

V. REQUESTING OFFICIAL


LEILANI D. PELEGRINA, PhD
 Director, CRD

VI. DEADLINE OF APPLICATION

Date of Posting : **June 16, 2020**
 : **June 02, 2020**

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



PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND
NATURAL RESOURCES RESEARCH AND DEVELOPMENT

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TITLE

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.


GEORGIA M. LAWAS
Administrative Officer V, FAD-Personnel