

 ISO 9001:2015	<b>PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT</b>	DOCUMENT CODE	QMSF-FADPS-07-01-01
	<b>VACANCY ADVICE</b>	REVISION NUMBER	3
PAGE NUMBER		1 of 2	
EFFECTIVITY DATE		September 3, 2025	
<b>TITLE</b>			

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 : Science Research Specialist I/SG 13  
 II. Plantilla Item No. : PCAANRRDB-SRAS1-67-2011  
 Employment Status : Permanent

III. QUALIFICATIONS

CSC Minimum Qualifications

- Education : Bachelor's degree relevant to the job  
 Work Experience : No work experience required  
 Training : No training required  
 Eligibility : Career Service (Professional) Second level Eligibility or equivalent RA 1080

Additional qualifications/competencies : Familiarity with the livestock and poultry industry; experience in livestock and poultry R&D management, particularly in planning, proposal packaging, and monitoring and evaluation; proficiency in both verbal and written communication.

IV. JOB DESCRIPTION


- Monitors and evaluates R&D programs/projects through field visits, assessment of technical and financial reports and other relevant documents, constant communication with project partners and processing of implementation-related requests, thereby ensuring strict adherence to the project implementation guidelines.
- Assists in the development, conceptualization, and prioritization of R&D programs and projects by analyzing and synthesizing R&D outcomes and the commodity's industry status, thus ensuring their alignment with S&T Commodity Roadmaps.
- Assists in the review of policies, proposed bills and resolutions within the context of the L&P sector by conducting research and literature reviews to ensure their alignment with the specific needs of the industry.
- Assists in the dissemination of R&D program/project outcomes by developing IEC materials and participating in promotional activities such as S&T exhibitions, forums and seminars, to ensure effective communication of science-based knowledge
- Assists in the implementation of non-degree trainings for NAARDN through effective coordination with the involved parties thereby ensuring smooth execution and achievement of the training objectives.
- Maintains different information systems by encoding and updating online records for easy retrieval of accurate information.
- Represents the division in internal and external committees through active participation, fostering engagement in relevant activities within and outside PCAARRD.
- Provides technical assistance to clients by addressing queries to promote enhanced service delivery and client satisfaction.

V. REQUESTING OFFICIAL :   
 Director, LRD

VI. DEADLINE OF APPLICATION : June 16, 2026  
 Date of Posting : June 02, 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

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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