

 ISO 9001:2015 TITLE	PHILIPPINE COUNCIL FOR AGRICULTURE, AQUATIC AND NATURAL RESOURCES RESEARCH AND DEVELOPMENT	DOCUMENT CODE	QMSF-FADPS-07-01-01
	VACANCY ADVICE	REVISION NUMBER	3
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 : Science Research Specialist II (SG 16)
- II. Plantilla Item No. : PCAANRRDB-SRAS2-74-2011
- Employment Status : Permanent
- III. QUALIFICATIONS
- CSC Minimum Qualifications
- Education : Bachelor's degree relevant to the job
- Work Experience : One (1) year relevant experience
- Training : Four (4) hours relevant training
- Eligibility : Career Service (Professional) Second Level Eligibility / Equivalent RA 1080
- Additional qualifications/competencies : Technology Management

IV. JOB DESCRIPTION

- Conducts project management-related activities by participating in the conduct of strategic planning, proposal packaging, monitoring, review and evaluation to facilitate smooth implementation of technology transfer programs and projects;
- Coordinates with implementing agencies by preparing communication letters for the processing of requests and other documents relevant to project implementation;
- Conducts and/or participates in reviews, meetings, sustainability planning workshops, and other related activities to effectively capture the gaps between the targets & actual outputs and impacts of the technology transfer projects/initiatives, and formulate appropriate recommendations for the monitoring and evaluation of project implementation, deliverables and budget utilization;
- Reviews technology transfer proposals by comprehensively examining the documents to assess its viability, feasibility, and potential impact, and its alignment with PCAARRD's goals and mandates;
- Assists in the conduct of Divisional activities by preparing and maintaining databases, project files and other Divisional/Council reports to facilitate documentation of the Section's initiatives and activities and ensure organized and accessible records;
- Assists in the execution of the projects, including capacity-building activities, and initiatives of the Section by providing technical expertise and effective technical and administrative management strategies to create a holistic support system in the implementation of the core functions of the Section;
- Assists in various promotional campaigns by preparing relevant IEC materials to facilitate dissemination of technology transfer initiatives;
- Assists in implementing divisional activities by coordinating with concerned personnel to facilitate seamless collaboration and timely execution of divisional tasks and initiatives;
- Serves as a member of DOST-Wide and/or PCAARRD Technical Working Group (TWG)/Committee by participating in its various activities and providing relevant inputs to attain organizational objectives and purpose.

V. REQUESTING OFFICIAL : 
NOEL A. CATIBOG
Director, TTPD

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

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