	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 2	
EFFECTIVITY DATE		September 3, 2025	
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 : Chief Science Research Specialist (SG 24)
Plantilla Item No. : PCAANRRDB-CSRS-65-2011
Employment Status : Permanent
- II. QUALIFICATIONS
- CSC Minimum Qualifications
Education : Master's Degree OR Certificate in Leadership and Management from the CSC
Work Experience : Four (4) years of supervisory/management experience
Training : 40 hours of supervisory/management learning and development interventions in all or any of the following competencies:
- Building collaborative and inclusive working relationships
 - Managing performance and coaching results
 - Leading change
 - Thinking strategically and creatively
 - Creating and nurturing a high performing organization
- Eligibility : Career Service Professional/Second Level Eligibility and/or equivalent RA 1080
- Additional qualifications/competencies: Familiarity in inland aquatic resources R&D management; attention to details; supervisory/managerial skills

III. JOB DESCRIPTION

1. Direct the strategic planning, packaging, monitoring, and evaluation of inland aquatic resources R&D programs/projects and other divisional activities by developing R&D programs for the achievement of identified R&D programs/projects and initiatives under the inland aquatic resources.
2. Direct the coordination, development, monitoring, evaluation, and reporting of R&D program/project initiatives by providing directions and capturing information through participation to review, meetings and other relevant activities to ascertain that plans, programs, and projects are implemented within the set timeline and according to the goals and objectives.
3. Oversee the requests for technical and consultancy services by directing technical expertise/support on R&D management in the inland aquatic resources sector to help capacitate potential adopters and other intended users or beneficiaries.
4. Oversee staff performance by reviewing their individual ratings and implementing necessary human resource development interventions to ensure efficient and effective achievement of divisional goals.
5. Oversee the conduct of and participation to capacity-building activities and other project-related initiatives by providing directives and reviewing necessary documents/materials to ensure successful implementation of the undertakings.
6. Direct comprehensive review and analysis of the national research systems in the AANR by consulting and coordinating with key stakeholders to formulate policy recommendations, guidelines and other relevant protocols.
7. Oversee the preparation of information, education and communication (IEC) materials by reviewing and editing write-ups to execute and implement communication plan and activities on inland aquatic resources R&D programs/projects.
8. Maintain collaboration with the Applied Communication Division (ACD) and Management Information Services Division (MISD) to develop a comprehensive system for collecting, storing, retrieving, and disseminating relevant data and information for the establishment and maintenance of a data management system in AANR;
9. Establish network and linkage with government, non-government institutions and other agencies by collaborating and creating partnerships to implement inland aquatic resources R&D program initiatives including the creation of external funding sources.
10. Facilitate the establishment of feedback mechanism by collecting and analyzing data and information to provide the develop R&D programs/projects in the inland aquatic resources in the region.
11. Serve as member in 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.

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12. Perform other duties as may be assigned from time to time relevant for the efficient and effective delivery of the core functions of the Organization.

IV. REQUESTING OFFICIAL : 
REYNALDO V. EBORA, PhD
 Executive Director

V. DEADLINE OF APPLICATION : **JULY 03, 2026**
 Date of Posting : **JUNE 04, 2026**

VI. 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