

 ISO 9001:2015 <b>TITLE</b>	<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 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 : Administrative Officer IV (Administrative Officer II) (SG 15)
- II. Plantilla Item No. : PCAANRRDB-ADOF4-41-2011  
 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  
 Additional qualifications/competencies : Familiarity in procurement and supply management
- IV. JOB DESCRIPTION
1. Directly supervises the operations of the Procurement Unit by overseeing the activities of buyers/canvassers, inspectors and storekeeper to accomplish the targets set forth.
  2. Maintains a monitoring tool by integrating all submitted purchase requests and inputting the completed process related to each request to have a comprehensive property procurement information system.
  3. Analyses divisional procurement plan for supplies and materials by consolidating all Divisional Property Procurement Management Plan (DPPMP) to come up with the Annual Procurement Plan (APP)
  4. Organizes all related purchase requests by consolidating items by category (i.e. common used supplies, special supplies; furniture; etc) to prepare the public bidding documents for such including posting in PhilGEPs and websites and/or assigns buyer/s for procurement of materials thru alternative modes of procurement like shopping in order to submit an accurate procurement monitoring reports.
  5. Ensures that common used supplies and semi-expendable properties are all accounted for by coordinating the proper storage and issuance of SMEs and conduct of inventory from time to time aside from the semi-annual inventory prescribed by COA to provide an accurate report of inventories with reconciled stock cards of Property Section and ledger cards of Accounting Section
  6. Performs other functions as directed by immediate supervisor
- V. REQUESTING OFFICIAL : **ABEGAIL GRACE M. PAMPOLINA**  
 Director, FAD
- VI. DEADLINE OF APPLICATION : **JUNE 18, 2020**  
 Date of Posting : **JUNE 04, 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

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