

FOR HIRE ANNOUNCEMENT
The Bureau of Agricultural Research is hiring

Position	:	Administrative Assistant V (1 Vacant)
Division	:	Finance Unit
Status of Employment	:	Contract of Service
Salary Grade	:	SG 11 - Php - 20,754.00
Qualification Standard	:	
Education	:	Bachelor's degree relevant to the job
Work Experience	:	Two (2) year relevant experience
Training	:	Eight (8) hours relevant training
Eligibility	:	None required.

Terms of Reference

- Responsible for the general administrative support and other duties to the Finance Division;
- Responsible for the receiving of incoming and releasing of outgoing documents together with its proper recording;
- Prepare Order of Payments for various refund from different transactions;
- Responsible for the checking and recording of pending documents for attachments to all vouchers for compliance; and
- Provide support/assistance in the processing and recording of financial transactions.

How to apply:

Interested and qualified applicants should fill out the application form: https://bit.ly/DA-BAR_ApplicationForm Deadline of submission of applications is on **February 27, 2023** (Monday).