

FOR HIRE ANNOUNCEMENT
The Bureau of Agricultural Research is hiring

Position	:	Administrative Assistant V (1 Vacant)
Division	:	Human Resource Management 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. Preferably Licensed Psychometrician

Terms of Reference

- Serve as focal person for the Performance Management Pillar for PRIME-HRM application of BAR;
- Serve as Report Officer of the Human Resource Management Unit (HRMU) in Planning and Monitoring;
- Maintain records and files related to the Performance Commitment and Review including the compilation of the DA-BAR Individual Performance and Commitment Reviews (IPCR);
- Serve as Secretariat to the Performance Management Team (PMT);
- Assist in the preparation of Project Procurement Management Plan (PPMP) of the Human Resource Management Unit; and
- Assist in the attendance monitoring of DA-BAR management and rank and file.

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).