

Position Title	Salary Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of assignment
Science Research Specialist I - Plantilla Position	13	Php - 29, 798	BS Degree relevant to the Job	None Required	None Required	Career Service Professional/Second Level Eligibility	<ol style="list-style-type: none"> 1. Knowledgeable on protocols for registration of organic producers, produce, inputs and integrated farms; 2. Knowledgeable in the assessment of applications (experimental use permits, certificates of registration and import/export permits) documentary and technical (efficacy reial protocols and terminal reports, laboratory analyses, etc) requirements; 3. Knowledgeable on the provisions and implementing rules and regulations of RA 10068 and RA 11511. 4. Has good leadership skills 5. Excellent in technical writing and oral communication skills; 6. Possesses a work attitude beneficial to the organization. 	(BAFS) Organic Agriculture Division
Senior Administrative Assistant I	13	Php - 29,798	Bachelor's degree relevant to the job.	8 hours of relevant training	1 year experience in Computer Programming	RA 1080/ CSC Eligibility	<ol style="list-style-type: none"> 1. Provide support in developing and overseeing the implementation of an integrated program for an information management system in the bureau; 2. Lead in the development of coputerized processes for the Laboratory Information Management System (LIMS); 3. Assist the preparation, actual conduct and documentation of meetings, workshops, and other activities; 4. Assist in coordination with concerned agencies, laboratories and DA RFOs with regard to collection data and information; 5. In-charge of the development and maintenance of the BAFS website; 6. In-charge of the maintenance of all IT equipment. 7. Assist in performing activities for BAFS compliance to ISO 9001:2015; 8. Perform other duties that may be assigned time to time. 	N/A