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Republic of the Philippines
PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES in the CSC website

RAULIO B. CASTRO, JR.
Chief, Human Resource Development Section

Date: **July 18, 2025**

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Administrative Assistant III	PCAFB-ADAS3-9-2014	9	23,226.00	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	Core Competencies: Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Demonstrating Personal Effectiveness, Speaking Effectively, Writing Effectively, Championing and Applying Innovation, Planning and Delivering, Managing Information, Risk Analysis and Management, Attention to Detail, Intermediate Computer Skills	Office of the Executive Director
2	Administrative Assistant II	PCAFB-ADAS2-29-2014	8	21,448.00	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with relevant vocational/trade course (prior to 2018), OR Completion of Grade 12/Senior High School under Technical-Vocational-Livelihood Track, OR Completion of Grade 10/Junior High School with relevant vocational/trade course (TESDA NC II) (starting 2018)	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s. 1996 Career Service (Sub-professional)/ First Level Eligibility	Core Competencies: Exemplifying Integrity, Solving Problems and Decision Making, Delivering Service Excellence, Demonstrating Personal Effectiveness, Speaking Effectively, Writing Effectively, Championing and Applying Innovation, Planning and Delivering, Managing Information, Risk Analysis and Management, Attention to Detail, Intermediate Computer Skills	Administrative, Financial and Management Division - Human Resource Development Section



Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address, and/or access the link below **not later than August 6, 2025**

1. **Letter of Intent/Application Letter**, indicating the specific position title and correct plantilla item number;
2. Updated and Duly-signed **Personal Data Sheet** (CS Form No. 212, Revised 2017) with recent passport-sized I.D. photo, which can be downloaded at www.csc.gov.ph;
3. Duly-signed **Work Experience Sheet (WES)**. The form can be downloaded at www.csc.gov.ph;
4. **Performance rating in the last rating period** (if applicable);
5. Photocopy of **Certificate of Eligibility/Rating/License**;
6. Photocopy of **Transcript of Records** for Bachelor's/Master's/Doctorate degree; and
7. Photocopy of **Certificate of Trainings** relevant to the desired position.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

BRAULIO B. CASTRO, JR.

Chief, HRDS

PCAF, Apacible Hall, DA Compound

Elliptical Road, Diliman, Quezon City

<https://tinyurl.com/2025-3-PCAF-Online-Application>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.





ADMINISTRATIVE ASSISTANT III (1 vacant position)

SG 9 | Office of the Executive Director

QUALIFICATION STANDARDS

Education	:	* Must be able to read and write/Elementary School Graduate
		** High School Graduate or Completion of relevant vocational/trade course
		*** Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Experience	:	One (1) year of relevant experience
Training	:	Four (4) hours of relevant training
Eligibility	:	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility

Duties and Responsibilities:

1. Records incoming and outgoing communications, as well as other official documents, of the Office of the Executive Director;
2. Maintains an organized filing system for official documents;
3. Drafts various official communications, including letters and memoranda;
4. Assists in monitoring and tracking documents approved by the Executive Director or Deputy Executive Director;
5. Implements established procedures for the document tracking system;
6. Delivers, transmits or routes documents to concerned units or offices; and
7. Performs other duties as may be assigned by the PCAF Executive Director.



ADMINISTRATIVE ASSISTANT II (1 vacant position)

SG 8 | Administrative, Financial and Management Division-Human Resource Development Section

QUALIFICATION STANDARDS

Education	:	* Must be able to read and write/Elementary School Graduate
		** High School Graduate or Completion of relevant vocational/trade course
		*** Completion of two-year studies in college or High School Graduate with relevant vocational/trade course
Experience	:	One (1) year of relevant experience
Training	:	Four (4) hours of relevant training
Eligibility	:	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility

Duties and Responsibilities:

1. Maintains and regularly updates the Human Resource Management Information System (HRMIS), including the accurate recording of employee service records, leave cards, and other personnel data;
2. Prepares HR-related reports, such as quarterly attendance and leave balance monitoring, Individual Performance Commitment and Review (IPCR) forms, and Statement of Assets, Liabilities, and Net Worth (SALN);
3. Drafts various official communications, including letters and Memoranda;
4. Serves as the PCAF Liason Officer to GSIS, Pag-IBIG Fund, PhilHealth, and CSC;
5. Assists in the payroll preparation and distribution of payslips;
6. Provides secretariat support staff to the HRDS for relevant HR-related Management committee activities; and
7. Performs other functions as may be assigned by the immediate supervisor.