



Republic of the Philippines
Department of Agriculture
Bureau of Agricultural and Fisheries Engineering
Sugar Regulatory Administration Compound, North Avenue, Quezon City
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OD-HRMS-RCOS-22-02-V2

REQUEST FOR CONTRACT OF SERVICE

Requesting Office : OFFICE OF THE ASSISTANT DIRECTOR
Number of Position Requested : One (1)
Position : ADMINISTRATIVE ASSISTANT VI (vice Ms. Mariel Fernandez)
Salary : SG 12
Duration of Contract : JULY 1, 2022 – DECEMBER 30, 2022
Date of Request : JUNE 10, 2022





Qualifications:

1. Education : Bachelor's Degree Relevant to the Position
2. Eligibility : CSC Second Level (preferably)
3. Experience : None Required
4. Training : None Required
5. Other required qualifications : preferably with knowledge in administrative works

Duties and Responsibilities:

Coverage of duties and responsibilities of COS

1. Review all the incoming and outgoing documents to and from the office of the Assistant Director;
2. Assist in arranging the schedule and liaise with all technical divisions and other clients;
3. Give assistance to all sections and divisions of the Bureau in processing necessary documents;
4. Follow up documents/communications;
5. Prepare/draft letters, memoranda, special orders, reports and other correspondence;
6. Prepare notice and highlights of the meetings;
7. Perform other relevant functions/special assignments as may be required in relation to the operationalization of BAFE.

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| Requesting Officer:  ENGR. JUANA T. TAPEL OAD | Funds Availability: CY 2022 FNKDP  GLENN M. ERLANO Chief, Budget Section | Recommending Approval:  MS. LOURDES C. BONIFACIO Chief, AFD | Approved:  ENGR. ARIODREAN C. RICO Director |
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Note: Please forward to HRMS once duly signed for contract preparation.