Department of Agriculture
BUREAU OF PLANT INDUSTRY
692 San Andres St., Malate, Manila, Philippines
Email Address: info@buplant.da.gov.ph
Tel. No. (02) 8521-7650, (02) 8353-6976

ISO 9001:2015 Certified
Quality Management System

MEMORANDUM

TO: **All Employees**
Thru Division/Section Chiefs
Head of Primary Units
National Seed Industry Council, Executive-Assistant-Designate
Five Agricultural Center Chiefs
Pesticide Analytical Laboratories Chiefs
Plant Quarantine Stations Regional and Area Managers
Regional Seed Testing/Provincial Satellite Station Chiefs
Bureau of Plant Industry
- Baguio, Los Baños, La Granja, Davao, Guimaras
- Regions I-XIII, CAR and BARMM
- Manila and Quezon City

DATE: **March 19, 2026**

SUBJECT: **DEADLINE FOR SUBMISSION OF APPLICATION FOR VACANT POSITIONS**

You are hereby informed that the deadline for submission of application/s and the documentary requirements for vacant positions (see attached) of the Bureau of Plant Industry is on **5 p.m., March 30, 2026.**

List of Requirements:

- **Signed** application letter stating the following:
  - **specific position title**
  - **plantilla item number**
  - **salary grade**
  - **place of assignment**
    1. Maximum of two (2) positions regardless of occupational group.
    2. The policy on the three (3) salary grade limitations shall apply for application for promotion.
- Applicant must submit one set of application documents for every position applied for and must submit per link provided for the corresponding position/s applied for.

- Fully accomplished **Personal Data Sheet (PDS)** *(CS Form No. 212, Revised 2025)* with recent passport-sized picture;

- Updated and signed **Work Experience Sheet (WES);**

*The PDS and WES can be downloaded at https://www.csc.gov.ph/2025-oraohra). Kindly refer to the **Guide to Filling Up the Personal Data Sheet** issued by the CSC and carefully follow the guide and ensure completeness of the form.

- Copy of **Proof of Eligibility*** (any of the following: original copy, authenticated copy, certified true copy, photocopy, scanned copy or site/ screen capture of the eligibility using the CSEVS, LERIS of the PRC) /valid **PRC ID License** that is appropriate for the applied vacant position(s);

**Based on 2025 Omnibus Rules on Appointments and Other HR Actions (ORAOHRA) effective 03 August 2025.*

- Copy of **Authenticated / Certified True Copy** of Transcript of Records (TOR) and Diploma (including institutions where further studies was taken);
- Copy of **latest** **Individual Performance Commitment Rating (IPCR)** *(for government employees);* and
- Copy of Certificate/s of relevant Trainings/Seminars/Workshops attended and Recognition Award/Honor Award, etc. (as listed in the PDS)

The Bureau of Plant Industry abides by the Equal Employment Opportunity Principle (EEOP) and non-discrimination in the selection of employees on account of age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, or political affiliation, provided they meet the minimum requirements of the position.

Additional instructions:

Applicants may send their requirements through this link:

- https://forms.gle/oVMiDNv1LFfZ6JzU9
  (Note: If you cannot access the link, Kindly visit the official BPI website: http://buplant.da.gov.ph)

- Please address your cover letters to:

  GERALD GLENN F. PANGANIBAN, Ph.D.
  Director
  Bureau of Plant Industry
  692 San Andres Street, Malate, Manila

- **Applicants are reminded to review the details in their documents and check the attachments prior to submission.** Applications with **INCOMPLETE** details and documentary requirements will not be considered.

For your appropriate guidance and strict compliance.

GERALD GLENN F. PANGANIBAN, Ph.D.
Director
Bureau of Plant Industry

CS Form No. 9
Revised 2025

Electronic copy to be submitted to the CSC FO must be in MS Excel format

Republic of the Philippines
BUREAU OF PLANT INDUSTRY
Request for Publication of Vacant Positions

CIVIL SERVICE COMMISSION-NCR
Civil Service Field Office - BSP
RECEIVED
MAR 19 2026
BY: RICARDO T. DORON JR.
HR Specialist I

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication in the CSC Job Portal of the following vacant positions, which are authorized to be filled at the BUREAU OF PLANT INDUSTRY:

ELLAINE T. MOLON
Human Resource Management Officer

Date: March 19, 2026

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 / Area of Specialization/ Residency Requirement* (if applicable)	
1	AGRICULTURIST I	OSEC-DAB-AG1-481-1998	11	31705	Bachelor's Degree In Agriculture or Other Allied Courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	None Required	None Required	Relevant RA 1080	1. Substantial experience and involvement in plant quarantine procedures or operations 2. Good oral and written communication skills; Ability to prepare communication 3. Documentation skills 4. Knowledge in technical writing 5. Coordination and networking skills 6. Interpersonal skills	National Plant Quarantine Services Division, Central Office, Manila
2	ADMINISTRATIVE AIDE VI	OSEC-DAB-ADA6-285-2004	6	19716	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None Required	None Required	Career Service (Sub-Professional) 1st Level Eligibility	1. Knowledge on basic writing and communication skills 2. Good interpersonal relation skills 3. Good office sotware proficiency 4. Good file management skills 5. Excellent attention to detail	National Plant Quarantine Services Division, Central Office, Manila
3	ADMINISTRATIVE AIDE IV	OSEC-DAB-ADA4-572-2004	4	17506	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with vocational/trade course (prior to 2018), OR relevant 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)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-Professional) 1st Level Eligibility	1. Knowledge on basic writing and communication skills 2. Good interpersonal relation skills 3. Good office sotware proficiency 4. Good file management skills 5. Excellent attention to detail	National Plant Quarantine Services Division, Central Office, Manila
4	ADMINISTRATIVE AIDE IV	OSEC-DAB-ADA4-598-2004	4	17506	Completion of 2 years of studies in college (prior to 2018), OR High school graduate with vocational/trade course (prior to 2018), OR relevant 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)	None Required	None Required	Relevant MC 11 s. 1996 Career Service (Sub-Professional) 1st Level Eligibility	1. Knowledge on basic writing and communication skills 2. Good interpersonal relation skills 3. Good office sotware proficiency 4. Good file management skills 5. Excellent attention to detail	National Plant Quarantine Services Division, Central Office, Manila

5	AGRICULTURAL TECHNICIAN I	OSEC-DAB-AGT1-45-2014	6	19716	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None Required	None Required	Career Service (Sub-Professional) 1st Level Eligibility	1. Substantial experience and involvement in plant quarantine procedures or operations 2. Coordinate and networking skills 3. Record-keeping skills 4. Basic knowledge in preparation of communication 5. Computer literate	National Plant Quarantine Services Division, Pampanga
6	AGRICULTURAL TECHNICIAN I	OSEC-DAB-AGT1-48-2014	6	19716	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/Senior High School (starting 2016)*	None Required	None Required	Career Service (Sub-Professional) 1st Level Eligibility	1. Substantial experience and involvement in plant quarantine procedures or operations 2. Coordination and networking skills 3. Record-keeping skills 4. Basic knowledge in preparation of communication 5. Computer literate	National Plant Quarantine Services Division, NAIA

Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than 5 p.m. on **March 30, 2026**

1. Fully accomplished Personal Data Sheet (PDS) with Work Experience Sheet and recent passport-sized or unfiltered digital picture (CS Form No. 212, Revised 2025); digitally signed or electronically signed;
2. Hard copy or electronic copy of Performance rating in the last rating period (if applicable);
3. Hard copy or electronic copy of proof of eligibility/rating/license; and
4. Hard copy or electronic copy of Transcript of Records and Diploma.

Important Note: Please visit the BPI website (https://buplant.da.gov.ph/memorandum-2/) for the **COMPLETE instructions on the application process and requirements.**

This Office highly encourages all interested and qualified applicants to apply, which include persons with disability (PWD) and members of the indigenous communities, irrespective of sexual orientation and gender identities and/or expression, civil status, religion, and political affiliation.
This Office does not discriminate in the selection of employees based on the aforementioned pursuant to Equal Opportunities for Employment Principle (EOP).

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to the head of office/ human resource management office/records office, as the case may be:

GERALD GLENN F. PANGANIBAN, Ph.D.
Director, Bureau of Plant Industry
692 San Andres Street, Malate, Manila
https://buplant.da.gov.ph/

Please visit the BPI website (https://buplant.da.gov.ph/memorandum-2/) for the COMPLETE instructions on the application process and requirements.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.