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: **August 4, 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., August 14, 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 or 2026**)* 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/96Lv2qQAjtQQDjbWA
  (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

CIVIL SERVICE COMMISSION FIELD OFFICE
BANGKO SENTRAL NG PILIPINAS
RECEIVED
AUG 04 2026
BY: GEORGE T. DAVID
HR Specialist II

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

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:

MANUELITO E. MACAPAZ JR.
Human Resource Management Officer

Date: August 4, 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	SUPERVISING AGRICULTURIST	OSEC-DAB-SVAG-90-1998	22	81796	Bachelor's Degree In Agriculture or Other Allied Courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	16 hrs relevant training	3 years relevant experience	Relevant RA 1080	1.With supervisory experience 2. With supervisory training/s 3. Demonstrates integrity, accountability, and adherence to ethical standards in performing the duties. 4. Demonstrates a commitment to achieving targets and delivering quality outcomes. 5. Familiarity with research methodologies, data collection, analysis, and report writing. 6. Awareness and application of relevant national and local laws, regulations, and policies related to agriculture.	Davao National Crop Research Development and Production Support Center
2	SUPERVISING AGRICULTURIST	OSEC-DAB-SVAG-88-1998	22	81796	Bachelor's Degree In Agriculture or Other Allied Courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	16 hrs relevant training	3 years relevant experience	Relevant RA 1080	1) Exemplifies BPI Core Values (Service-oriented, Professionalism, Code of Ethics, Integrity, Commitment, Excellence, Innovation, and Teamwork). 2) With experience and in depth knowledge on the technical and financial management in conducting Agriculture-related research and development, and production activities. 3) Served as Project Leader for at least 5 agriculture-related research and/or production projects. 4) With relevant supervisory and leadership training and demonstrated ability to manage and guide technical personnel. 5) Possess strong oral and written communication skills and effective interpersonal relations. 6) Preferably with training in Research and Development Management	Los Baños National Crop Research Development and Production Support Center
3	ENGINEER I	OSEC-DAB-ENG1-51-2014	12	33947	Bachelor's Degree In Engineering	None Required	None Required	Relevant RA 1080	1. With training and experience on research proposal preparation and conduct of R&D projects 2. Excellent in verbal and written communication skills 3. Can work with minimal supervision 4. Good interpersonal relations skills 5. Coordination and networking skills	Baguio National Crop Research Development and Production Support Center

4	SUPERVISING AGRICULTURIST	OSEC-DAB-SVAG-86-1998	22	81796	Bachelor's Degree In Agriculture or Other Allied Courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	16 hrs relevant training	3 years relevant experience	Relevant RA 1080	1. Has working knowledge in operational and strategic planning, project management, and government procurement processes. 2. Demonstrates integrity, accountability and adherence to ethical standards in performing his/ her duties 3. Desmonstrates commitment to achieveing targets and delivering quality outcomes 4. Broad technical expertise in crop improvement, crop production, and crop protection, with the ability to provide technical leadership and science-based recommendations 5. In-depth knowledge in research methodologies, data analysis and report writing 6. Awareness and application of relevant local and national laws, regulations and policies related to agriculture.	Baguio National Crop Research and Production Support Center
5	AGRICULTURIST II	OSEC-DAB-AG2-654-1998	15	42178	Bachelor's Degree In Agriculture or Other Allied Courses such as Agricultural Engineering, Fisheries Technology and Veterinary Medicine	4 hours relevant training	1 year relevant experience	Relevant RA 1080	1. Extensive understanding of agricultural farming techniques 2. With training and experience on research proposal preparation and conduct of R&D projects 3. With good oral and written communication and interpersonal skills 4. Preferably with training and experience on mushroom production and pest disease diagnosis 5. Coordination and networking skills	Baguio National Crop Research Development and Production Support Center
6	LABORATORY TECHNICIAN II	OSEC-DAB-LABT2-15-1998	8	22423	Completion of 2 years of studies in college (prior to 2018), OR Completion of Grade 12/ Senior High School (starting 2016)*	4 hrs relevant training	1 year relevant experience	Laboratory Technician MC 10 s. 2013 (Category II)	1. Knowledge and experience in basic laboratory operations 2. Can work with minimal supervision 3. Coordination and networking skills 4. Preferably with knowledge in communication preparation, financial management and administrative work and procedures	Baguio National Crop Research Development and Production Support Center

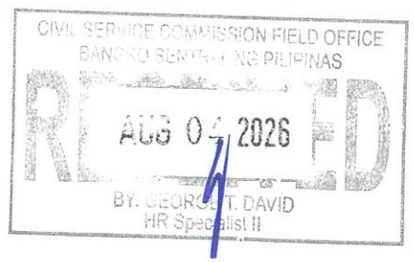
Interested and qualified applicants should signify their interest in writing through an application letter addressed to the head of office. Applicants must attach the following documents to the application letter and send these to the address below not later than **August 14, 2026**

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/ 2026); 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.

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/

Important Notes:
Please visit the **BPI website** for the instructions on the application process.
Kindly refer to the **Guide to Filling Up the Personal Data Sheet** issued by the CSC and carefully follow the guide.

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.