

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



To: CIVIL SERVICE COMMISSION (CSC)

This is to request the publication of the following vacant positions of the Philippine Council for Agriculture and Fisheries in the CSC website:

[Signature]
SARAH GUTIERREZ-CAYONA
Executive Director
Date: May 07, 2018

No.	Position Title	Plantilla Item No.	Salary/ Job/ Pay Grade	Annual Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Information Officer II	PCAFB-INFO2-19-2014	SG 15	Php348,120.00	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Delivering Service Excellence; Solving Problems and Making Decisions	Planning, Monitoring and Knowledge Management Division- Knowledge Management Section

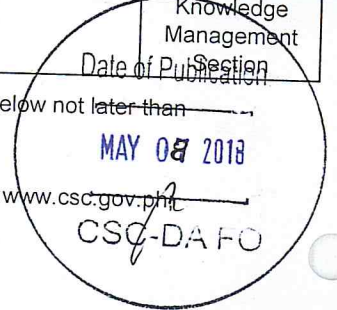
Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than May 20, 2018.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph
2. Performance rating in the present position for one (1) year (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

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

SARAH GUTIERREZ-CAYONA
Executive Director
Apacible Bldg., DA Compound, Elliptical Road, Diliman, Quezon City
pcaf.da@gmail.com

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



Office of the Executive Director
RECEIVED *[Signature]*
Date: 05-07-18

INFORMATION OFFICER II; SG-15; (1 position)

Planning, Monitoring and Knowledge Management Division-Knowledge Management Section

QUALIFICATION STANDARDS

Bachelor's degree

1 year of relevant experience

4 hours of relevant training

Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

1. Develops knowledge management and knowledge sharing technology support instruments, tools and templates for identifying, capturing, sharing, creating and generating new knowledge, and diffusing knowledge and information;
2. Assists in ensuring the development and strengthening of learning and knowledge sharing culture within PCAF, between and among its partners and stakeholders and between and among the NAF Council and its instrumentalities;
3. Assists in advising and supporting on how to embed KM into ongoing programs/projects and in the design of new program/projects (e.g. in feed backing, reporting and documentation systems; in tracking, monitoring and evaluation systems; etc.);
4. Packages and transforms key agency knowledge and information (e.g. replicable program/project experiences, good/best innovative practices, successful models, lessons learned, network of experts, etc.) into popular and digital forms for widespread dissemination and diffusion to partners and stakeholders.
5. Designs and implements strategic communication, information, education and communication and social marketing plans, programs and initiatives; and
6. Performs other functions as may be assigned by the management.
