

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

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



To: CIVIL SERVICE COMMISSION (CSC)

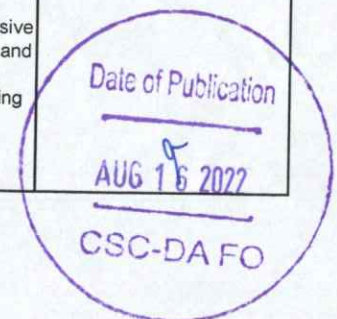
We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES in the CSC website:

Braulio B. Castro, Jr.
BRAULIO B. CASTRO, JR.

Chief, Human Resource Development Section

Date: August 16, 2022

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	Planning Officer V	PCAFB-PLO5-54-2014	24	88,410.00	Master's Degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	CS Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; 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 Leadership Competencies: Building Collaborative and Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	Planning Monitoring and Knowledge Management Division (PMKMD)
2	Planning Officer III	PCAFB-PLO3-53-2014	18	45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; 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 Leadership Competencies: Building Collaborative and Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	PMKMD-Planning and Programming Section



3	Project Development Officer III	PCAFB-PDO3-33-2014	18	45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; 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 Leadership Competencies: Building Collaborative and Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	PMKMD-Project Development Section
4	Project Evaluation Officer III	PCAFB-PEO3-30-2014	18	45,203.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; 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 Leadership Competencies: Building Collaborative and Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	PMKMD-Monitoring and Evaluation Section
5	Information Officer III	PCAFB-INFO3-21-2014	18	45,203.00	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	CS Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; 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 Leadership Competencies: Building Collaborative and Inclusive Working Relationships; Managing Performance and Coaching for Results; Leading Change; Thinking Strategically and Creatively; Creating and Nurturing a High Performing Organization	PMKMD-Knowledge Management Section
6	Computer Programmer II	PCAFB-COMPRO2-13-2014	15	35,097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; 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; Advanced Computer Skills	PMKMD-Knowledge Management Section

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7	Project Development Officer II	PCAFB-PDO2-24-2014	15	35,097.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	CS Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; 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; Advanced Computer Skills	PMKMD-Project Development Section
8	Development Management Officer I	PCAFB-DMO1-28-2014	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; 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; Advanced Computer Skills	Policy Development and Coordination Division-Council Support and Coordination Section
9	Project Evaluation Officer I	PCAFB-PEO1-24-2014	11	25,439.00	Bachelor's degree relevant to the job	None required	None required	CS Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; 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	PMKMD-Monitoring and Evaluation 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 and/or access the link below not later than **September 2, 2022**.

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 last rating period** (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 their application to the address below, or apply via online by accessing the link below:

BRAULIO B. CASTRO, JR.

Chief, HRDS

PCAF, Apacible Hall, DA Compound

Elliptical Road, Diliman, Quezon City

<https://tinyurl.com/PCAF-Job-Openings>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Date of Publication

AUG 16 2022

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PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES VACANT POSITIONS

Duties and Responsibilities (Technical Competencies)

I. PLANNING OFFICER V (*1 vacant position*)

SG 24 | *Planning Monitoring and Knowledge Management Division*

1. Supervises and provides overall direction in the operations of the Division;
2. Spearheads the formulation and periodic updating of medium-term/strategic plans, consolidation of annual agency plans and program development investment/resource programming and analyze and evaluate these relative to the agency's mandate and the Medium Term Agricultural Development Plan;
3. Ensures timely analysis and assessment of strategic directives and policies relevant to the agri-fisheries sector, in order to ensure development of effective response to current key challenges, future scenarios and emerging issues in the sector;
4. Provides technical leadership and strategic advice to the technical departments as well as the AFCs/NSCs in planning, monitoring and knowledge management in all levels;
5. Spearheads the development and implementation of appropriate and robust M and E system to track and assess all components of the agriculture and fisheries modernization process as well as all PCAF programs, projects and other collaborative initiatives;
6. Ensures the development of knowledge-based institutional capacities and competencies within PCAF and its related structures and knowledge-based collaboration between and among PCAF, its partners and other stakeholders;
7. Leads in promoting knowledge-based collaboration and program/project development between and among PCAF, its partners and other stakeholders;
8. Spearheads the identification and prioritization of appropriate programs and projects to be undertaken in line with the agency's mandate, objectives and thrusts;
9. Leads in the formulation of work and financial plans, policies and strategies for the development and effective and efficient implementation of the agency's programs and projects;
10. Leads in coordinating with local and international development partners for possible resource streams, funding and approval of agri and fishery projects
11. Performs other functions as may be assigned by the management.

II. PLANNING OFFICER III *(1 vacant position)*

SG 18 | *Planning Monitoring and Knowledge Management Division –
Planning and Programming Section*

1. Supervises and provides direction in the operations of the Section;
2. Leads in the formulation, implementation, and timely submission of plan and budget, and accomplishment and other reports of the Section;
3. Spearheads the formulation of agency thrusts, medium-term/strategic and public investment programs;
4. Leads in the formulation of annual programs, plans, projects and targets, as well as conduct analysis of level and configuration of organizational, financial, physical and other resources required for implementation, and the results-based framework/measures by which the agency's performance may be evaluated;
5. Leads in the analysis and evaluation of agency plans, programs and budgets in relation to the agency's mandate and the Philippine Agricultural Development Plan;
6. Ensures efficient and effective allocation and programming of the agency's resources including funds;
7. Leads in the conduct of research and development activities to support planning for all current and planned programs, projects and activities of the agency;
8. Ensures close coordination between and among the operating units on their respective concerns, and maintenance of liaison with the Department of Agriculture, Department of Budget and Management, Senate, Congress and other national government agencies;
9. Ensures tracking and assessment of the agency's effectiveness, efficiency, relevance, responsiveness and sustainability;
10. Spearheads the research and development activities to support policy development for all current and planned programs, projects and activities of the agency;
11. Initiates proactive risk management measures and practices; and
12. Performs other functions as may be assigned by the management.

III. PROJECT DEVELOPMENT OFFICER III *(1 vacant position)*

SG 18 | *Planning Monitoring and Knowledge Management Division –
Project Development Section*

1. Supervises and provides direction in the operations of the Section;
2. Leads in the formulation, implementation, and timely submission of plan and budget, and accomplishment and other reports of the Section;
3. Leads in scouting/exploring possible resource streams to sustain operations of local advisory special bodies and ensure provision and/or facilitation of logistics to private sector-led partner and stakeholders;
4. Spearheads the development/packaging of project proposals in support to agency's mandates/to conform with the form and substance as set in the guidelines; and

5. Leads in the evaluation of project proposals submitted by DA and its attached agencies and other government and non-government entities for possible funding;
6. Leads in the management, implementation and/or coordination of all PCAF-implemented programs, projects and other collaborative efforts to support stakeholder's activities and initiatives;
7. Initiates proactive risk management measures and practices;
8. Initiates performance-improvement measures;
9. Ensures accuracy of real-time data, provides comprehensive report, and conducts regular monitoring of daily operations;
10. Analyzes past and current data as basis for decision making;
11. Ensures close coordination between and among the operating units on their respective concerns; and
12. Performs other functions as may be assigned by the management.

IV. PROJECT EVALUATION OFFICER III *(1 vacant position)*

SG 18 | *Planning Monitoring and Knowledge Management Division –
Monitoring and Evaluation Section*

1. Supervises and provides direction in the operations of the Section;
2. Leads in the formulation, implementation, and timely submission of plan and budget, and accomplishment and other reports of the Section;
3. Leads in monitoring and evaluation of processes, results, impact and reach of targeted A/F related policies, programs, projects and initiatives under AFMA, as well as those implemented by PCAF in collaboration with other agencies;
4. Leads in monitoring and evaluation of agency performance as well as the implementation of programs and projects of the agency and its advisory special bodies;
5. Leads in the establishment of mechanisms and measures to promote accountability for use of resources allocated to targeted A/F modernization related programs, projects, initiatives;
6. Spearhead the development of appropriate strategies/courses of action to address key findings from M&E activities; and
7. Initiates proactive risk management measures and practices;
8. Initiates performance-improvement measures;
9. Ensures accuracy of real-time data, provides comprehensive report, and conducts regular monitoring of daily operations;
10. Analyzes past and current data as basis for decision making;
11. Ensures close coordination between and among the operating units on their respective concerns; and
12. Performs other functions as may be assigned by the management.

V. INFORMATION OFFICER III *(1 vacant position)*

SG 18 | *Planning Monitoring and Knowledge Management Division –
Knowledge Management Section*

1. Supervises and provides direction in the operations of the Section;
2. Leads in the development, implementation and maintenance of agency information management system data/knowledge base;
3. Leads in the formulation of policies, standard operating procedures and standards for the effective installation and maintenance of ICT related security measures and mechanisms;
4. Leads in the provision of PCAF-related data and information that will meet required informational requirements of stakeholders, oversight agencies and the National Information Network;
5. Spearheads the development of 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;
6. Ensures 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;
7. Leads 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.);
8. Leads in the packaging and transformation of 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.
9. Leads in designing and implementation of strategic communication, information, education and communication and social marketing plans, programs and initiatives; and
10. Performs other functions as may be assigned by the management.

VI. COMPUTER PROGRAMMER II *(1 vacant position)*

SG 15 | *Planning Monitoring and Knowledge Management Division –
Knowledge Management Section*

1. Convert project specifications and statements of problems and procedures to detailed logical flow charts for coding into computer language.
2. Develops and write computer programs to store, locate, and retrieve specific documents, data, and information.
3. Designs, maintains and updates the agency's website and other social media accounts;
4. Conducts regular diagnosis of computer program/software and hardware, LAN, internet connectivity of the agency and recommend further action;

5. Drafts budgetary and technical requirement for all ICT related acquisition of the agency, including the MITHI project;
6. Provides technical assistance to other units/division;
7. Performs other functions as may be assigned by the management.

VII. PROJECT DEVELOPMENT OFFICER II *(1 vacant position)*

SG 15 | *Planning Monitoring and Knowledge Management Division –
Project Development Section*

1. Formulates guidelines for the use and availment of funds managed by the agency;
2. Evaluates project proposals submitted by DA and its attached agencies and other government and non-government entities for possible funding;
3. Development/package project proposals in support to agency's mandates/to conform with the form and substance as set in the guidelines;
4. Scouts/explore possible resource streams to sustain operations of local consultative bodies (advisory special bodies) and ensure provision and/or facilitation of logistics to private sector-led partner and stakeholders;
5. Assist in coordinating with donor governments and other relevant entities – local, national, and international, on the approval of the project proposals endorsed for funding and other possible institutional arrangement.
6. Prepares annual work and financial plans of approved projects;
7. Develops evaluation system for project proposals submitted for funding; and
8. Performs other functions as may be assigned by the management.

VIII. PROJECT EVALUATION OFFICER I *(1vacant position)*

SG 11 | *Planning Monitoring and Knowledge Management Division –
Monitoring and Evaluation Section*

1. Assists in monitoring and evaluation of processes, results, impact and reach of targeted A/F related policies, programs, projects and initiatives under AFMA, as well as those implemented by PCAF in collaboration with other agencies;
2. Assists in monitoring and evaluation of agency performance as well as the implementation of programs and projects of the agency and its consultative bodies (advisory special bodies);
3. Assists in the establishment of mechanisms and measures to promote accountability for use of resources allocated to targeted A/F modernization related programs, projects, initiatives;
4. Assists in ensuring the appropriate strategies/courses of action to address key findings from M&E activities; and
5. Performs other functions as may be assigned by the management.

IX DEVELOPMENT MANAGEMENT OFFICER I *(1 vacant position)*

SG 11 | *Policy Development and Coordination Division- Council Support and Coordination Section*

1. Assists in the preparation, implementation and timely submission of plan and budget, and accomplishment and other reports of the Section;
2. Assists in the provision of technical guidance on policy development at the national level:
 - a. Monitoring current and emerging issues and concerns on agri and fisheries;
 - b. Setting the policy agenda;
 - c. Policy research (data collection analysis, policy brief); and
 - d. Policy implementation monitoring.
3. Assists in the provision of guidance in the conduct of consultation activities, policy dialogues and policy formulation at the national level;
4. Assists in spearheading collaborative efforts with technical departments and partners in the conduct of researches and/or policy studies to generate substantive inputs, relevant agenda and/or up to date reference for use during consultations and other stakeholder forums;
5. Assists in advocacy efforts by creating enabling environment/ policies/ initiatives that will encourage participatory development in agricultural and fishery sectors and other national decision-making bodies;
6. Assists in the development of stakeholders' feedback mechanism related processes and procedures;
7. Ensures close coordination between and among the operating units on their respective concerns; and
8. Performs other functions as may be assigned by the management.
