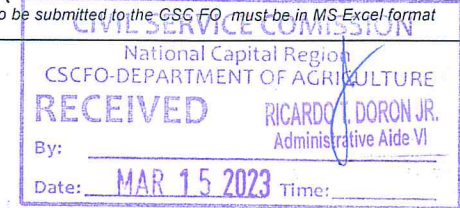


Republic of the Philippines
PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES
Request for Publication of Vacant Positions



To: CIVIL SERVICE COMMISSION (CSC)

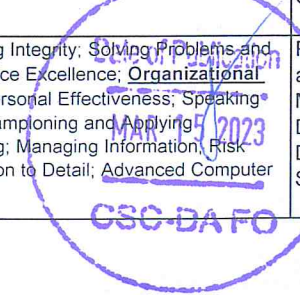
We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PHILIPPINE COUNCIL FOR AGRICULTURE AND FISHERIES in the CSC website:

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

Chief, Human Resource Development Section

Date: March 15, 2023

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	Chief Administrative Officer	PCAFB-CADOF-16-2014	24	90,078.00	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	Career Service Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Decision Making; Delivering Service Excellence; Organizational Competencies: Championing and Applying Innovation; Planning and Delivering; Leadership Competencies: Managing Performance and Coaching Results; Building Collaborative and Inclusive Working Relationship; Leading Change; Creating and Nurturing a High Performing Organization; Thinking Strategically and Creatively	Administrative, Financial and Management Division
2	Development Management Officer V	PCAFB-DMO5-41-2014	24	90,078.00	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	Career Service Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Decision Making; Delivering Service Excellence; Organizational Competencies: Championing and Applying Innovation; Planning and Delivering; Leadership Competencies: Managing Performance and Coaching Results; Building Collaborative and Inclusive Working Relationship; Leading Change; Creating and Nurturing a High Performing Organization; Thinking Strategically and Creatively	Policy Development and Coordination Division
3	Planning Officer II	PCAFB-PLO2-25-2014	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Organizational Competencies: 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	Planning, Monitoring and Knowledge Management Division - Planning and Programming Section
4	Project Development Officer II	PCAFB-PDO2-26-2014	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Organizational Competencies: 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	Planning, Monitoring and Knowledge Management Division - Project Development Section



	Development Management Officer II	PCAFB-DMO2-33-2014	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Organizational Competencies: 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	Partnership Development Division - Social Mobilization Section
6	Development Management Officer II	PCAFB-DMO2-53-2014	15	36,619.00	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Organizational Competencies: 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	Partnership Development Division - Volunteer Management Section
7	Development Management Officer I	PCAFB-DMO1-26-2014	11	27,000.00	Bachelor's degree relevant to the job	None required	None required	Career Service Professional/ Second Level Eligibility	Core Competencies: Exemplifying Integrity; Solving Problems and Making Decisions; Delivering Service Excellence; Organizational Competencies: 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	Partnership Development Division - Volunteer Management Section

Interested and qualified applicants should signify their interest in writing. Please send the following documents/requirements to our office address and/or access the link below to apply online **not later than April 4, 2023.**

- (1) **Letter of Intent/Application Letter**, indicating the specific position title and correct plantilla item number;
- (2) **Personal Data Sheet** (CS Form No. 212, Revised 2017) with recent passport-sized I.D. photo. The form can be downloaded at <https://tinyurl.com/PDS-and-WES-Forms>;
- (3) Duly-signed **Work Experience Sheet (WES)**. The official form can be downloaded at <https://tinyurl.com/PDS-and-WES-Forms>;
- (4) **Performance rating in the last rating period** (if applicable);
- (5) Photocopy of **Certificate of Eligibility/Rating/License**;
- (6) Photocopy of **Transcript of Records** for Bachelor's/Master's/Doctorate degree; and
- (7) Photocopy of **Certificates of Trainings** relevant to the desired position

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

BRAULIO B. CASTRO, JR.
 Chief, HRDS
 DA Compound, Elliptical Road, Diliman, Q.C.
<https://tinyurl.com/PCAF-Jobs-March-2023>



APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.



PROJECT DEVELOPMENT OFFICER II SG 15 (1 vacant position)
PLANNING MONITORING AND KNOWLEDGE MANAGEMENT DIVISION (PMKMD) –
Project Development Section

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	One (1) year of relevant experience
Training	:	Four (4) hours of relevant training
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities

1. Formulates guidelines for the use and avilment 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.



PLANNING OFFICER II SG 15 (1 vacant position)

PLANNING MONITORING AND KNOWLEDGE MANAGEMENT DIVISION (PMKMD) –
Planning and Programming Section

QUALIFICATION STANDARDS

Education : Bachelor's degree relevant to the job
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : Career Service Professional/Second Level Eligibility

Duties and Responsibilities

1. Prepares, implements and ensures timely submission of plan and budget, and accomplishment and other reports of the Section;
2. Formulates agency thrusts, medium-term/strategic and public investment programs;
3. Formulates annual programs, plans, projects and targets, as well as conduct analysis of level of 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;
4. Analyses and evaluates the agency plans, programs and budgets in relation to the agency's mandate and the Philippine Agricultural Development Plan;
5. Assists in ensuring the efficient and effective allocation and programming of the agency's resources including funds;
6. Conducts research and development activities to support planning for all current and planned programs, projects and activities of the agency;
7. Coordinates between and among the operating units on their respective concerns, and assists in the maintenance of liaison with the Department of Agriculture, department of Budget and Management, Senate, Congress and other national government agencies;
8. Conducts tracking and assessment of the agency's effectiveness, efficiency, relevance, responsiveness and sustainability;
9. Assists in the research and development activities to support policy development for all current and planned programs, projects and activities of the agency; and
10. Perform other functions as may be assigned by the management



DEVELOPMENT MANAGEMENT OFFICER II SG 15 (1 position)
PARTNERSHIP DEVELOPMENT DIVISION (PDD) – Social Mobilization Section

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	One (1) year of relevant experience
Training	:	Four (4) hours of relevant training
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities

1. Prepares, implements and ensures timely submission of plan and budget, and accomplishment and other reports of the Section;
2. Provides technical guidance on policy development at the local level:
 - a. Monitoring current and emerging issues and concerns on agri and fisheries;
 - b. Setting then policy agenda;
 - c. Policy research (data collection analysis, policy brief); and
 - d. Policy implementation monitoring.
3. Provides guidance in the conduct of consultation activities, policy dialogues and policy formulation at the local level;
4. Assists in the 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 stakeholders for forums;
5. Assists in the 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. Develops 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.



DEVELOPMENT MANAGEMENT OFFICER I SG 11 (1 position)
PARTNERSHIP DEVELOPMENT DIVISION (PDD) – Volunteer Management Section

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	None Required
Training	:	None Required
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities

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 preparation and updating of manual of operations to institutionalize stakeholders' participation including the recruitment and retention policy for advisory special bodies;
3. Assists in the establishment/reactivation of AFCs and in providing support to the advisory special bodies at the national and local level;
4. Assists in local and international linkaging, networking and alliance building;
5. Maintains and updates database of members of advisory special bodies, networking files and develops other IT innovations;
6. Assists in the preparation of appropriate rewards and recognition modalities and other structured motivational programs for all volunteer partners;
7. Assists in ensuring that opportunities for involvement of the volunteers in all development processes are maximized;
8. Assists in monitoring and evaluating the performance of the ASBs;
9. Ensures close coordination between and among the operating units on their respective concerns; and
10. Performs other functions as may be assigned by the management.



DEVELOPMENT MANAGEMENT OFFICER II SG 15 (1 position)
PARTNERSHIP DEVELOPMENT DIVISION (PDD) – Volunteer Management Section

QUALIFICATION STANDARDS

Education : Bachelor's degree relevant to the job
Experience : One (1) year of relevant experience
Training : Four (4) hours of relevant training
Eligibility : Career Service Professional/Second Level Eligibility

Duties and Responsibilities

1. Prepares, implements and ensure timely submission of plan and budget, and accomplishment and other reports of the Section;
2. Prepares and updates manual of operations to institutionalize stakeholders' participation including the recruitment and retention policy for advisory special bodies;
3. Advocates for the establishment/reactivation of AFCs and in providing support to the advisory special bodies at the national and local level;
4. Facilitates in local and international linkaging, networking and alliance building;
5. Develops and maintains database of members of advisory special bodies, networking files and develops other IT innovations;
6. Develops and implements appropriate rewards and recognition modalities and other structured motivational programs for all volunteer partners;
7. Scouts opportunities for involvement of the volunteers in all development processes are maximized;
8. Monitors and evaluates the performance of the ASBs;
9. Ensures close coordination between and among the operating units on their respective concerns; and
10. Performs other functions as may be assigned by the management.



DEVELOPMENT MANAGEMENT OFFICER V SG 24 (1 position)
POLICY DEVELOPMENT AND COORDINATION DIVISION (PDCD)

QUALIFICATION STANDARDS

Education	:	Master's Degree OR Certificate in Leadership and Management from CSC
Experience	:	Four (4) years of supervisory / management experience
Training	:	Forty (40) hours of supervisory/ management training / learning and development intervention
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities

1. Supervises and provides overall direction in the operations of the Division;
2. Supervises the formulation and implementation of plans, programs and activities to facilitate operations of the NAF Council, Sectoral and Strategic Concerns Committees;
3. Leads in providing the technical guidance and support to the Consultative Bodies (CBs);
4. Provides guidance in the timely analysis and assessment of strategic directives and policies relevant to the agri and fisheries sector to ensure development of the effective response to current key challenges, future scenarios and emerging issues in the sector;
5. Spearheads 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;
6. Leads in advocacy efforts for creating enabling environment/policies/initiatives that will encourage participatory development in agricultural and fishery sectors at the national level;
7. Leads in the development of stakeholders feedback mechanism related processes and procedures to ensure that CBs are able to conduct their mandates; and
8. Ensures that the following tasks are performed:
 - a. Initiates proactive risk management measures and practices;
 - b. Maintains a holistic view of the organization and key operations;
 - c. Spearheads performance-improvement initiatives;
 - d. Tracks performance in relation to key performance indicators to better align actions and strategy;
 - e. Analyzes past and current data as basis in decision-making;
 - f. Monitors the real-time data related to daily operations; and
 - g. Ensures close coordination among the PDD sections and operating units on their respective concerns;
9. Performs other functions as may be assigned by the management.



CHIEF ADMINISTRATIVE OFFICER SG 24 (1 position)
ADMINISTRATIVE, FINANCIAL AND MANAGEMENT DIVISION (AFMD)

QUALIFICATION STANDARDS

- Education : Master's degree OR Certificate in Leadership and Management from CSC
- Experience : Four (4) years of supervisory / management experience
- Training : Forty (40) hours of supervisory / management training / learning and development intervention
- Eligibility : Career Service Professional/Second Level Eligibility

Duties and Responsibilities

1. Supervises and provides overall direction in the operations of the Administrative, Financial and Management Division;
2. Leads in the formulation and implementation of plan and budget, and timely submission of accomplishment reports of the Division;
3. Ensures the provision of quality administrative, financial and management support services towards effective and efficient agency operations and optimum resource utilization;
4. Assists the Executive and Deputy Executive Directors in the formulation and implementation of agency policies covering all areas of administrative, financial and management-related matters;
5. Spearheads the development of systems and procedures including mechanisms for coordination, monitoring and evaluation of the operations of the Division;
6. Provides leadership and strategic advice to the technical Divisions on Administrative, Financial and management concerns;
7. Performs other functions as may be assigned by the Management.