

ADMINISTRATIVE FINANCIAL  
AND MANAGEMENT DIVISION  
Approved for Posting  
DATE: 05 JAN 2024

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  
CIVIL SERVICE COMMISSION  
National Capital Region  
CSCFO-DEPARTMENT OF AGRICULTURE  
**RECEIVED**  
By: LESTER A. GARCIA  
Date: 05 JAN 2024 Time: \_\_\_\_\_

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:

*Francis B. Castro, Jr.*  
**FRANCIS B. CASTRO, JR.**

Chief, Human Resource Development Section

Date: January 05, 2024

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 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	<b>Core Competencies:</b> 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	Planning, Monitoring and Knowledge Management Division- Planning and Programming Section
2	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	<b>Core Competencies:</b> 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	Planning, Monitoring and Knowledge Management Division- Project Development Section
3	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	<b>Core Competencies:</b> 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	Partnership Development Division- Social Mobilization Section
4	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	<b>Core Competencies:</b> 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	Partnership Development Division- Volunteer Management Section

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5	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	<b>Core Competencies:</b> 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	Partnership Development Division-Volunteer Management Section
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address, and/or access the link below **not later than January 19, 2024**.



1. Letter of Intent/Application Letter, indicating the specific position title and correct plantilla item number;
2. Updated and Duly-signed **Personal Data Sheet** (CS Form No. 212, Revised 2017) with recent passport-sized I.D.photo, which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
3. Duly-signed **Work Experience Sheet (WES)**. The form can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
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 **Certificate 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  
 PCAF, Apacible Hall, DA Compound  
 Elliptical Road, Diliman, Quezon City  
<http://tinyurl.com/PCAFJobOpeningsJanuary2024>

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**



**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



**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 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.



**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 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 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.