

ADMINISTRATIVE FINANCIAL AND MANAGEMENT DIVISION
Approved for Posting
DATE: _____

CS Form No. 9
Revised 2018

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
National Capital Region
CSCFO-DEPARTMENT OF AGRICULTURE
RECEIVED
By: Lester A. Jacinto
Date: JUL 01 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:

RAULIO B. CASTRO, JR.
Chief, Human Resource Development Section

Date: July 1, 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	Administrative Officer V	PCAFB-ADOF5-12-2014	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (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	Administrative, Financial and Management Division- General Services Section
2	Development Management Officer III	PCAFB-DMO3-28-2014	18	46,725.00	Bachelor's degree relevant to the job	8 hours of relevant training	2 years of relevant experience	Career Service (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	Policy Development and Coordination Division - Strategic Concerns Section
3	Development Management Officer II	PCAFB-DMO2-54-2014	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; 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 - Sectoral Policy Development Section
4	Project Evaluation Officer II	PCAFB-PEO2-25-2014	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; 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 - Monitoring and Evaluation Section

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5	Development Management Officer I	PCAFB-DMO1-27-2014	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; 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 - Strategic Concerns Section
6	Development Management Officer I	PCAFB-DMO1-30-2014	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; 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 - Capacity Development Section
7	Administrative Assistant II	PCAFB-ADAS2-30-2014	8	19,744.00	*Must be able to read and write/Elementary School Graduate **High School Graduate or Completion of relevant vocational/trade course ***Completion of two-year studies in College or High School Graduate with relevant vocational/trade course	4 hours of relevant training	1 year of relevant experience	Relevant MC 11 s.1996 Career Service (Sub-professional)/First 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	Administrative, Financial and Management Division-General Services Section

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 July 15, 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;
3. Duly-signed **Work Experience Sheet (WES)**. The form can be downloaded at 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
<https://tinyurl.com/July2024PCAFVacantPositions>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.





ADMINISTRATIVE OFFICER V (1 vacant position)

SG 18 | *Administrative, Financial and Management Division-General Services Section*

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	Two (2) years of relevant experience
Training	:	Eight (8) hours of relevant training
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

1. Supervises and provides direction in the operations of the Section;
2. Leads in the execution of policies, rules, regulations and programs in all areas of records management in accordance with the National Archives Law, Rules and Regulations and other existing government orders/issuance; and in all areas of property and supply management in accordance with existing auditing and accounting procedures and procurement laws;
3. Supervises the development, maintenance and periodically update of the records, property and supply management aspects of the Finance, Administrative and Management Information System (FAMIS) database;
4. Ensures effective and consistent implementation of policies and principles relative to records management and physical safety/security;
5. Provides technical advice on strategic and/or sensitive records management issues and other related relevant matters;
6. Leads in the implementation of programs to ensure management of all physical facilities, equipment, furniture, fixtures and vehicles; and
7. Performs other functions as may be assigned by the management.



DEVELOPMENT MANAGEMENT OFFICER III (1 vacant position)

SG 18 | Policy Development and Coordination Division-Strategic Concerns Section

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	Two (2) years of relevant experience
Training	:	Eight (8) hours of relevant training
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

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. Provides 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.
4. Provides guidance in the conduct of consultation activities, policy dialogues and policy formulation at the national level;
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. 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;
7. Leads in the development of stakeholders feedback mechanism related processes and procedures;
8. Initiates proactive risk management measures and practices;
9. Initiates performance-improvement initiatives;
10. Ensures accuracy of real-time data, provides comprehensive report, and conducts regular monitoring of daily operations;
11. Analyzes past and current data as basis for decision-making;
12. Ensures close coordination between and among the operating units on their respective concerns; and
13. Performs other functions as may be assigned by the management.



DEVELOPMENT MANAGEMENT OFFICER II (1 vacant position)

SG 15 | Policy Development and Coordination Division-Sectoral Policy 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. 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 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. Provides guidance in the conduct of consultation activities, policy dialogues and policy formulation;
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 references for use during consultations and other stakeholder forums;
5. Assists in the advocacy efforts by creating enabling environment/policies/initiative 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.



PROJECT EVALUATION OFFICER II (1 vacant position)
SG 15 | Planning, Monitoring and Knowledge Management Division-
Monitoring and Evaluation 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. Monitors and evaluates 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. Monitors and evaluates agency performance as well as the implementation of programs and projects of the agency and its consultative bodies (advisory special bodies);
3. Establishes 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.



DEVELOPMENT MANAGEMENT OFFICER I (1 vacant position)

SG 11 | Policy Development and Coordination Division- Strategic Concerns 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 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 references 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.



DEVELOPMENT MANAGEMENT OFFICER I (1 vacant position)
SG 11 | Partnership Development Division- Capacity Development 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 and overall conduct of training, seminars, and other educational activities for the Agriculture and Fishery Councils (AFCs) stakeholders;
2. Assists in the formulation of capability building programs for the AFCs stakeholders;
3. Assists in the development and dissemination of Training Needs Assessment for stakeholders;
4. Assists in formative and summative monitoring of the AFC accomplishments;
5. Stores, files, and retrieves Capacity Development Section (CDS) and Civil Society Organization (CSO) documents and other training materials;
6. Updates CDS and CSO dashboard/database; and
7. Performs other functions as may be assigned by the management.



ADMINISTRATIVE ASSISTANT II (1 vacant position)

SG 8 | Administrative, Financial and Management Division-General Services Section

QUALIFICATION STANDARDS

Education	:	* Must be able to read and write/Elementary School Graduate
		** High School Graduate or Completion of relevant vocational/trade course
		*** Completion of two-year studies in College or High School Graduate with relevant vocational/trade course
Experience	:	One (1) year of relevant experience
Training	:	Four (4) hours of relevant training
Eligibility	:	Relevant MC 11 s. 1996 Career Service (Sub-professional)/First Level Eligibility

Duties and Responsibilities:

1. Prepares and draft highlights/minutes of committee meeting and reports;
2. Reviews/edits the output for accuracy and conformity to establish standards;
3. Prepares endorsements, memoranda and special orders; and
4. Performs other functions as may be assigned by the management.