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CS Form No. 9
Revised 2018Republic 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.

Chief, Human Resource Development Section

Date: July 03, 2025

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	Development Management Officer V	PCAFB-DMO5-40-2014	24	98,185.00	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, 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	Partnership Development Division
2	Development Management Officer IV	PCAFB-DMO4-38-2014	22	78,162.00	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional/ Second Level Eligibility)	Core Competencies: Exemplifying Integrity, Solving Problems and Decision Making, 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: 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	Development Management Officer II	PCAFB-DMO2-47-2014	15	40,208.00	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 Decision Making, 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

Date of Publication

DA JUL-03-2025 08:42AM

CSC-DA FO

4	Administrative Officer IV	PCAFB-ADOF4-28-2014	15	40,208.00	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 Decision Making, 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	Administrative, Financial and Management Division - Budget Section
5	Project Evaluation Officer I	PCAFB-PEO1-24-2014	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional/ Second Level Eligibility)	Core Competencies: Exemplifying Integrity, Solving Problems and Decision Making, 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
6	Development Management Officer I	PCAFB-DMO1-25-2014	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional/ Second Level Eligibility)	Core Competencies: Exemplifying Integrity, Solving Problems and Decision Making, 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
7	Development Management Officer I	PCAFB-DMO1-29-2014	11	30,024.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional/ Second Level Eligibility)	Core Competencies: Exemplifying Integrity, Solving Problems and Decision Making, 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
8	Administrative Officer I	PCAFB-ADOF1-17-2014	10	25,586.00	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional/ Second Level Eligibility)	Core Competencies: Exemplifying Integrity, Solving Problems and Decision Making, 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 - Cash Section
9	Administrative Assistant III	PCAFB-ADAS3-9-2014	9	23,226.00	* 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 Decision Making, 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	Office of the Executive Director
10	Administrative Assistant II	PCAFB-ADAS2-29-2014	8	21,448.00	* 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 Decision Making, 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 - Human Resource Development Section

DA JUL -03-2025 08:42AM

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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 July 18, 2025

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/July2025VacantPositions>

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.





DEVELOPMENT MANAGEMENT OFFICER V (1 vacant position)
SG 24 | Partnership Development Division

QUALIFICATION STANDARDS

Education	:	Master's degree OR Certificate in Leadership and Management from the CSC
Experience	:	4 years of supervisory/ management experience
Training	:	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. Leads in the formulation, implementation and timely submission of plan and budget, and accomplishment and other reports of the Division;
3. Spearheads the engagement and sustenance of broad-based stakeholders' involvement in agriculture and fisheries modernization initiatives through the establishment and management of a network of volunteers from both government and private sector;
4. Leads in crafting and provision of enabling environment for feasible and practical inter-sectoral social allies to raise people's awareness of and demand for a particular development program, to assists in the delivery of resources and services and to strengthen community participation for sustainability and self-resilience;
5. Oversees the provision of and linking with training service providers for capacity development of the CBs;
6. Ensures the provision of technical guidance and leadership and secretariat support in the conduct of regular meetings, congresses, island-wide summits and other special events and activities of stakeholders at the local level;
7. Supervises the coordination and mobilization of resources to fund and support operations and development initiatives of the private sector-led groups and organizations and relevant entities;
8. Ensures that opportunities for the involvement of the private sector members of the CBs and other private agri and fishery stakeholders in strategic policy/program dialogues and national advocacy efforts are maximized;
9. Leads in the development of stakeholders feedback mechanism related processes and procedures to ensure that CBs are able to conduct their mandates; and
10. Ensure 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 PDCD sections and operating units on their respective concerns
11. Performs other functions as may be assigned by the management.



DEVELOPMENT MANAGEMENT OFFICER IV (1 vacant position)
SG 22 I Policy Development and Coordination Division

QUALIFICATION STANDARDS

Education	:	Bachelor's degree relevant to the job
Experience	:	Three (3) years of relevant experience
Training	:	Sixteen (16) hours of relevant training
Eligibility	:	Career Service Professional/Second Level Eligibility

Duties and Responsibilities:

1. Assists the Division Chief in the following:
 - a. Formulation, implementation and timely submission of plan and budget and accomplishment and other reports of the Division;
 - b. Provision of the technical guidance on policy development at the national level:
 - b.1 Monitoring current and emerging issues and concerns on agri and fisheries;
 - b.2 Setting the policy agenda;
 - b.3 Policy research (data collection and analysis, policy brief); and
 - b.4 Policy implementation monitoring
 - c. Provision of guidance in the conduct of consultation activities, policy dialogues and policy formulation at the national level;
 - d. 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;
 - e. Leading advocacy efforts by creating enabling environment/policies/ initiatives that will encourage participatory development in agricultural and fishery sectors and other national decision-making bodies;
 - f. Leading in the development of stakeholders feedback mechanism related processes and procedures; and
 - g. Provision of administrative and financial guidance to the sections.
2. Assists the Chief in the overall management of the Division and ensures that the following tasks are performed:
 - a. Initiates proactive risk management measures and practices;
 - b. Maintains 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 with 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 PDCD sections and operating units on their respective concerns.
3. Performs other functions as may be assigned by the management.



DEVELOPMENT MANAGEMENT OFFICER II (1 vacant position)

SG 15 | Policy Development and Coordination Division-Council Support and Coordination 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:
 - 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.



ADMINISTRATIVE OFFICER IV (1 vacant position)

SG 15 | Administrative, Financial and Management Division-Budget 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. Assists the Section Chief in the following:
 - a. Execution of the mandated budgeting systems and procedures, policies and principles on budget and fiscal management;
 - b. Providing technical advice on budgeting and other financial related matters;
 - c. Development, maintenance and periodically update of the budgeting aspects of the Finance, Administrative and Management Information System (FAMIS) database;
 - d. Coordination and maintenance of liaison with the Department of Agriculture, Department of Budget Management, Congress and other national government agencies on budget related matters; and
2. Performs other functions as may be assigned by the immediate supervisor.



PROJECT EVALUATION OFFICER I (1 vacant position)

SG 11 | *Planning, Monitoring and Knowledge Management Division-
Monitoring and Evaluation 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. Assist 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 the establishment of mechanisms and measures to promote accountability for use of resources allocated to targeted A/F modernization related programs, projects, initiatives;
3. Assists in ensuring the appropriate strategies/courses of action to address key findings from M&E activities;
4. Coordinates with concerned agencies and offices relating to the conduct of monitoring follow through activities;
5. Assists in conducting research on projects/programs to be validated; and
6. Performs other functions as may be assigned by the management.



DEVELOPMENT MANAGEMENT OFFICER I (1 vacant position)
SG 11 | Partnership Development Division-Social Mobilization 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. Assist 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 local 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 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 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. 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 | Policy Development and Coordination Division-Sectoral Policy 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. Assist 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 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. Assists in the development of the 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.



ADMINISTRATIVE OFFICER I (1 vacant position)
SG 10 | *Administrative, Financial Management Division - Cash 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 the preparation and timely submission of plan and budget, and accomplishment and other reports of the section;
2. Receives all collections and records all disbursements in the cash book;
3. Deposits all collections periodically;
4. Prepares reports and accounts for all collections and disbursements;
5. Facilitates the issuances of Official Receipts of all collections received;
6. Assists in the maintenance and update of the disbursement aspect of finance-related databases and other IT innovations;
7. Ensures close coordination between and among the operating units
8. Performs other functions as may be assigned by the management.



ADMINISTRATIVE ASSISTANT III (1 vacant position)

SG 9 | Office of the Executive Director

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. Records incoming and outgoing communications, as well as other official documents, of the Office of the Executive Director;
2. Maintains an organized filing system for official documents;
3. Drafts various official communications, including letters and memoranda;
4. Assists in monitoring and tracking documents approved by the Executive Director or Deputy Executive Director;
5. Implements established procedures for the document tracking system;
6. Delivers, transmits or routes documents to concerned units or offices; and
7. Performs other duties as may be assigned by the PCAF Executive Director.



ADMINISTRATIVE ASSISTANT II (1 vacant position)

SG 8 | Administrative, Financial and Management Division-Human Resource Development 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. Maintains and regularly updates the Human Resource Management Information System (HRMIS), including the accurate recording of employee service records, leave cards, and other personnel data;
2. Prepares HR-related reports, such as quarterly attendance and leave balance monitoring, Individual Performance Commitment and Review (IPCR) forms, and Statement of Assets, Liabilities, and Net Worth (SALN);
3. Drafts various official communications, including letters and Memoranda;
4. Serves as the PCAF Liason Officer to GSIS, Pag-IBIG Fund, PhilHealth, and CSC;
5. Assists in the payroll preparation and distribution of payslips;
6. Provides secretariat support staff to the HRDS for relevant HR-related Management committee activities; and
7. Performs other functions as may be assigned by the immediate supervisor.