FOR HIRE ANNOUNCEMENT
The Bureau of Agricultural Research is hiring


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| **Position** | : | **Planning Officer II** |
| Division | : | Planning and Monitoring Unit |
| Status of Employment | : | Contract of Service |
| Salary Grade | : | **SG 15 – Php – 30,531.00** |
| Qualification Standard | : | |
| Education | : | Bachelor's Degree relevant to the job. Preferably Bachelor's degree on agricultural economics, economics, or management (familiarity/knowledge on agriculture and fisheries is of advantage) |
| Work Experience | : | One (1) year of relevant experience. Preferably with 1 year of relevant work experience in planning, data analysis, and report writing |
| Training | : | Four (4) hours of relevant training |
| Eligibility | : | None required. Preferably with Career Service Professional Eligibility |
| Competencies | : | With basic to intermediate proficiency in MS Office, Google Suite, and other office productivity tools; Attentive to details and has commendable record keeping skills; and Familiar with government operations and related processes, guidelines, requirements and documents, etc. |

## Terms of Reference

1. **Plan and Budget Preparation and Formulation (PBP)**
   o Assist in preparing and coordinating the datasets required in view of formulating the bureau's annual plan and budget proposal
   o Assist in activities pertaining to investment planning and programming


2. **Agency-level Results-based Monitoring and Evaluation**
   o Assist in preparing and coordinating datasets required for periodic reportorial documents to oversight office
   o Assist in the facilitation and secretariat works for the BAR's Strategic Performance Management System-Performance Commitment Review (SPMS-PCR) target setting and assessment, including the support for the Performance Management Team (PMT) meetings and documentations


3. **Data and Process Management**
   o Maintain, update, and back-up selected PMU-related online and offline database (i.e. PBP, agency-level M&E internal file repositories)

**How to apply:**

Interested and qualified applicants should fill out the application form: https://bit.ly/DA-BAR_ApplicationForm Deadline of submission of applications is on **September 14, 2023** (Thursday).