

ANNOUNCEMENT OF HIRING

The Bureau of Agricultural Research is in need of the following:

Position	:	Planning Officer III (2 vacancies)
Unit	:	Planning and Monitoring Unit
Status of Employment	:	Contract of Service (COS)
Salary Grade	:	SG 18 - Php - 40,637.00
Qualification Standards		
Education	:	Bachelor's Degree relevant to the job
Work Experience	:	Two (2) years relevant experience
Training	:	Eight (8) hours relevant training
Eligibility	:	None required

Terms of Reference

A. Organizational Planning

- Lead in managing and assessment of the bureau's Strategic Plan-based performance indicators
- Spearhead activities and facilitate documents for the assessment of the bureau's Strategic Plan 2021 – 2025
- Lead in revising the SPMS Guidelines as a member of bureau's Performance Management Team (PMT) Secretariat
- Facilitate documents and secretariat assignments for the SPMS implementation
- Spearhead the conduct of Annual PCR Target Setting Workshop

B. Agency-level based and Results-based Monitoring and Assessment

- Spearhead the conduct of semestral PCR Assessment Workshop and Agency Performance Review Conference
- Facilitate the review and finalization of division and unit quarterly and semestral PCR forms with targets
- Assist in processing of R4D Program/Projects/Activities (PPAs) data, package, and submit agency reports to DA-Monitoring and Evaluation Division (DA-MED)
- Participate in program assessment-related activities spearheaded by the DA-MED
- Assist in the agency-level conduct of R4D program assessment-related activities
- Assist in the packaging and submission of documents for compliance to COA including Quarterly Physical Report of Operations (QPRO), Project Signages, and justification

C. R4D System Planning (External/Sectoral)

- Participate in the BAR program-level activities (i.e. planning, screening, reviews, M&E) for (a) Corn and Cassava, (b) Research Facilities Development, and (c) Mechanization and Engineering

D. Data and Process Management and Technical Support

- Quality Management System-related processes and documentation for PMU
- Assist in the maintenance, updating and analysis of planning online files
- Participate in meetings, assessments, workshops, conferences, and other activities to represent PMU
- Provide various technical support and assistance related to the internal operation of the bureau, oversight and other related agencies' request and concerns

Interested and qualified applicants should fill out the application form:

<https://bit.ly/2025BARApplicationForm> COS

Posting: April 8, 2025

Deadline of submission of applications is on April 15, 2025 (Tuesday)