

ANNOUNCEMENT OF HIRING

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

Position	:	Planning Officer II
Unit	:	Planning and Monitoring Unit
Status of Employment	:	Contract of Service (COS)
Salary Grade	:	SG 15 - Php - 30,531.00
Qualification Standards		
Education	:	Bachelor's Degree relevant to the job
Work Experience	:	One (1) year relevant experience
Training	:	Four (4) hours relevant training
Eligibility	:	None required

Terms of Reference

A. Organizational Planning

- Lead and facilitate the preparation of the corporate/agency presentations in support to the activities of the Bureau;
- Assist in the facilitation and implementation of the Strategic Performance Management System (SPMS) Guidelines on behalf of the PMU as the Performance Management Team (PMT) Secretariat;
- Assist in the facilitation of documents and secretariat assignments for the Strategic Performance Management System implementation;
- Assist in the conduct of the Performance Commitment and Review (PCR) activities (e.g. target setting);
- Assist in the facilitation of secretariat works for the DA-BAR PMT.

B. R4D System Planning (External/Sectoral)

- Assist in enhancing, updating, and institutionalization of Research for Development and Extension System-related documents (e.g. Philippine Development Plan (PDP));
- Assist in updating and enhancement of Research for Development and Extension Agenda-related documents (e.g. Unified R4DE document, R4DE Continuum);
- Assist in the conduct of the Research, Development, and Extension (R4DE) Workshops;
- Assist in the preparation of the department and bureau-level R4D investment plans and targets (e.g. Program Investment Plan, Three-year Infrastructure Investment Plan)

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

- Assist in the agency-level conduct of R4D program assessment-related activities;
- 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 conduct of semestral PCR Assessment Workshop and Agency Performance Review Conference;
- Assist in facilitation of the review and finalization of division and unit quarterly and semestral PCR forms with targets

D. Other Tasks

- Maintain, update, and back-up, and organize the online database and files of the unit;
- Participate in meetings, assessments, workshops, conferences, and other activities to represent PMU;
- Provide and compile various technical support and assistance related to the internal operation of the bureau, oversight and other related agencies' requests and concerns.

Interested and qualified applicants should fill out the application form:

https://bit.ly/BARApplicationForm_COS

Posting: June 30, 2025

Deadline of submission of applications is on July 4, 2025 (Friday)