

PLANNING OFFICER IV (PMO - Central Office)
under Contract of Service (COS)*

EDUCATIONAL REQUIREMENT	JOB QUALIFICATIONS	REQUESTING UNIT	ESTIMATED SALARY	NO. OF YEARS IN SERVICE
Bachelor's degree relevant to the job	<p>General Function: Designs master plan and contingency plan in implementing strategic alternatives and undertake policy formulation and review.</p> <p>Duties and Responsibilities:</p> <ol style="list-style-type: none"> 1. Formulates plans, programs, and projects for integration in the Development Plan 2. Works with the Project Evaluation Officer and Project Development Officers in the overall design of plans for implementation 3. Assists the Department Manager in policy formulation, project planning, and packaging 4. Reviews work assignments and outputs of the Project Evaluation Officer 5. Performs other related functions as may be assigned by the immediate supervisor. 	<p>The Program Management Office (PMO) will report directly to the Administrator, coordinate with the PCA Governing Board, the PCA Deputy Administrators, the PCA Regional Managers, the Trust Fund Committee, the Trust Fund Manager and the 15 partner agencies as identified in the said act. It will handle the over-all coordination of the programs approved for implementation under the Coconut Farmers and Industry Development Plan, coordinate the documentation and reporting of outcomes to the PCA Governing Board, manage the accountability requirements with the implementing agencies and generally ensure compliance with RA 11524.</p>	<p align="center">SG 22 PHP 67,525.00</p>	<p align="center">2 years of relevant experience</p>

INSTRUCTION ON HOW TO APPLY : Those interested may send their applications with Resume to **Human Resources Division at hrd@pca.gov.ph**

DEADLINE OF APPLICATION: 25-Apr-22

**No employee-employer relationship*