



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office 6, Iloilo City
Office of the Project Director
PRDP Project Support Office (PSO) for Visayas
Tel. Nos.: (033)330-1722; (033)337-3549; Fax: (033) 336-4221
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TERMS OF REFERENCE (TOR)

FOR

PLANNING OFFICER

OBJECTIVES AND SCOPE OF SERVICES TO BE PROVIDED:

The **Planning Officer** shall report directly to I-PLAN Component Head to assist or provide technical support to the Unit.

JOB DESCRIPTION/DUTIES AND RESPONSIBILITIES:

1. Assists the I-PLAN Component Head in the implementation of PRDP, specifically in I-PLAN activities such as the conduct of Value Chain Analysis (VCA) and Provincial Commodity (ies) Investment Plans (PCIPs);
2. Provides lead technical support to the I-PLAN team during workshop, seminar and meetings. This may include preparation of presentation materials, documentation and reports;
3. Writes /edits technical papers such as value chain analysis/industry studies and priority commodity investment;
4. Submits periodic reports on the status of I-PLAN implementation, both physical and financial to the Component Head;
5. Immediately flag the Component Head the implementation bottle necks, issues/concerns needing immediate action or intervention;
6. Prepares workshop/training designs, organizes and conducts trainings, seminars and workshops and acts as a resource person or facilitator, when needed;
7. Liase with the Regional Project Coordinating Offices (RPCOs), Provincial Project Management Units (PPMIUs) and regional/provincial Core Planning Teams;
8. Attends meeting or seminars per instruction of the Component/Unit Head;
9. Installs a system to manage files/documents of the I-PLAN component at the Project support Office;
10. Performs other tasks as may assigned by the supervisor/management.

REQUIRED QUALIFICATIONS:

Education:

Graduate of Agriculture, Agricultural Economics, Business Management Course or related fields.

JOB EXPERIENCE/SKILLS/KNOWLEDGE

1. Must be computer literate with working knowledge in Microsoft Office;
2. At least three (3) year experience in project implementation preferably in agribusiness/marketing;
3. Experience in doing value chain analysis/industry analysis or rapid market appraisal will be an advantage;
4. Must have an experience in planning activities and ability to manage multiple tasks;
5. Must be proficient in written and oral communication; and
6. Must be familiar with research and data analysis techniques.

WORK STATION:

Recommending Approval

MANUEL O. OLANDAY
**RPCO 6 Deputy Project Director/
OIC Regional Technical Director**

APPROVED:

REMELYN R. RECOTER
**PSO Visayas Project Director/
Regional Executive Director**

