



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Philippine Rural Development Project
Project Support Office (PSO) Visayas Cluster
2nd Flr. Iloilo Sports Complex, Magsaysay Village, Lapaz, Iloilo City
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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 in the implementation of PRDP, specifically in I-PLAN activities such as the conduct of Value Chain Analyses (VCAs) and Provincial Commodity 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 analyses (VCAs)/industry studies and provincial commodity invest plans;
4. Submits periodic reports on the status of I-PLAN implementation, both physical and financial to the Component Head;
5. Immediately flags the Component Head implementation bottle necks, issues/concerns needing immediate action or intervention;
6. Prepares workshop/training designs; organizes and conducts trainings, seminars, workshops and acts as resource person or facilitator when needed;
7. Liaises with the Regional Planning Coordination Offices (RPCOs) and Provincial Project Management Implementation Units (PPMIUs), and regional/provincial core planning teams;
8. Attends meetings or seminars per instruction of the Component Head;
9. Installs a system to manage files/documents of the I-PLAN Component at the Project Support Office; and
10. Performs other tasks as may assigned by the Component Head and the Project/Deputy Project Director.

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 projects implementation preferably in agribusiness/marketing;
3. Experienced in doing value chain analysis/ industry analysis, or rapid market appraisal will be an advantage;
4. Must have experience in planning activities and ability to manage multiple tasks;
5. Proficient in written and oral communication; and
6. Must be familiar with research and data analysis techniques.

APPROVED:

REMELYN R. RECOTER, MNSA, CESO III

Regional Executive Director, DA-RFO VI
Project Director



For and in behalf of the Project Director:

ENGR. JOSE ALBERT A. BARROGO
Deputy Project Director

