



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT

Regional Project Coordination Office VII

DA-RFO 7 Complex, Highway Maguikay
Mandaue City 6014, Cebu
Email: prdprco7@gmail.com
Enabling Communities, Expanding Communities

TERMS OF REFERENCE (TOR)

FOR

PLANNING OFFICER

OBJECTIVES AND SCOPE OF SERVICES TO BE PROVIDED:

The **Planning Officer** will be directly reporting to the I-PLAN Component Head to assist in various planning activities including briefing and orientation related to Operations Manual for PRDP implementing units and partner LGUs.

JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:

1. Assist the PMED Chief/Planning Specialist in the execution of his/her duties and responsibilities;
2. Assist and provide technical support in the implementation of I-PLAN activities such as; development/review/updating of VCAs, implementation of sub-component 1.2 activities and collaboration activities with other DA and non-DA agencies;
3. Assist and provide technical backstopping to RPCOs/LGUs in the development/updating of PCIPs and implementation of AFMP/RAFMP.
4. Assist in the implementation of guidelines related to I-PLAN activities;
5. Serve as I-PLAN focal person on coordinating MIS-related activities with NPCO, PSO and LGU;
6. Assist in the preparation/leg working of I-PLAN Coordination meetings and any activities related to integration of PRDP key innovations PMED; and
7. Perform other duties and responsibilities maybe assigned by supervisor.

REQUIRED EDUCATION AND QUALIFICATIONS:

A. Education and Relevant Experiences

- Must be a Graduate of Agribusiness, Agricultural Economics, Agriculture, Forestry, Environmental Science, Urban/Rural Development Planning and Management or related fields with project planning and management courses;
- At least one (1) year experience in project planning and management preferably in agribusiness/marketing; and
- At least one (1) Value Chain Analysis (VCA) project completed.





BAGONG PILIPINAS



Masaganang Agrikultura,
Mamunlad na Ekonomiya

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B. Knowledge, Competencies and Skills

- Good technical writing skills
- Must be competent in basic computer operations, e.g. Microsoft Office, Excel and Power Point
- Must have good communication and interpersonal skills
- Team player

OFFICIAL WORK STATION:

PRDP RPCO 7, DA-RFO 7 Complex, Highway Maguikay, Mandaue City

Prepared by:

MR. ELVIN J. MILLEZA
I-PLAN Component Head

Approved by:

ANGEL C. ENRIQUEZ, CESO III
Regional Executive Director, DA-RFO 7 &
Project Director, PRDP-RPCO 7

