

Department of Agriculture

Fertilizer and Pesticide Authority



PROJECT DEVELOPMENT OFFICER I

Assignment: Planning, Management and Information Division

Salary Grade: 11 (Php 23,877.00)

Status: Contract of Service

Qualification Standards

Education: Bachelor's Degree relevant to the job (preferably Agricultural Economics, Economics, Public Administration, Development Studies, Statistics, and Communication Research)

Experience: None required

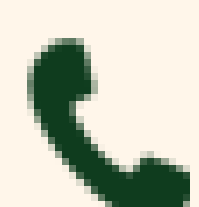
Eligibility: None required

Duties and Responsibilities

- Assist in facilitating the implementation of the project;
- Assist in coordinating with other Divisions and Agencies involved in the project;
- Assist in the preparation of activities related to the project;
- Monitor the submission of reports and consolidate final reports for the project;
- Prepare activity proposals, post-activity reports/documentation, accomplishment reports, and other reports that may be required;
- Prepare and interpret data and provide analysis/narrative reports;
- Assist in the review/assessment of the project;
- Provide technical support in trainings and meetings; and
- Perform other functions that the immediate supervisor may assign.



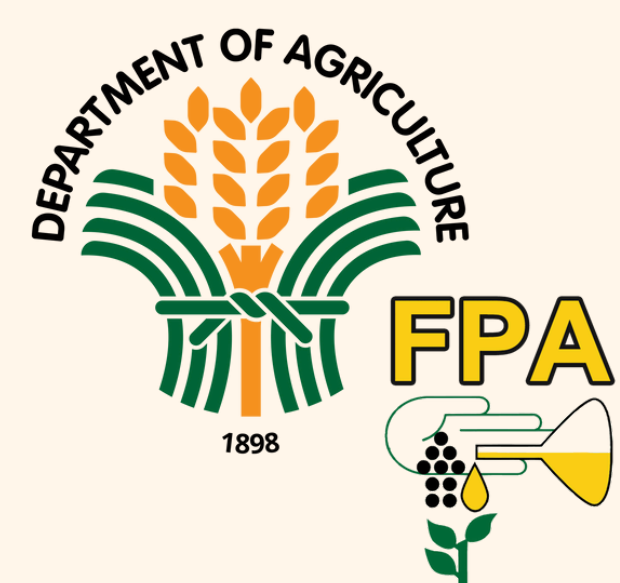
<https://fpa.da.gov.ph/>



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Application Procedure:

Interested and qualified applicants shall submit the documents below to <https://forms.gle/bGQPTRGsbXeZN3Qt7> for initial documentary review and evaluation:

- Letter of intent addressed to DIR. GLENN DC. ESTRADA, Executive Director III
- Personal Data Sheet with attached Work Experience Sheet;
- Photocopy of license;
- Photocopy of TOR; and
- Photocopy of Diploma.

Application Deadline: May 12, 2025

****** It is the policy of FPA to strictly adhere to the principles of merit, fitness, competence, and equality. Towards this end, the Agency will implement a system that will create equal opportunities for the advancement of all deserving employees of the Agency, regardless of age, sex, sexual orientation, gender and gender identity, civil status, disability, religion, ethnicity or political affiliation.******

