



MEMORANDUM ORDER NO. 2022-01

**CREATION OF PROGRAM MANAGEMENT OFFICE (PMO)
IN THE PHILIPPINE COCONUT AUTHORITY (PCA)**

WHEREAS, the primary objective of the PCA is to promote the rapid integrated development and growth of the coconut and other palm oil industry in all its aspects and to ensure that the coconut farmers become direct participants in, and beneficiaries of such development and growth;

WHEREAS, the Coconut Farmers and Industry Fund Act (R.A. No. 11524) was enacted to consolidate the benefits due to coconut farmers, especially the poor and marginalized, under various statutes, and to expedite the delivery thereof to attain increased incomes for coconut farmers, alleviate poverty, and achieve social equity;

WHEREAS, R.A. No. 11524 mandated the preparation of a Coconut Farmers and Industry Development Plan that shall take into account the distribution of the annual allocation from the Coconut Farmers and Industry Trust Fund, including the development of hybrid coconut seed farms and nursery for planting and replanting to be implemented by PCA, as well as creating a special unit for the health and medical program for farmers and their families;

WHEREAS, R.A. No. 11524 further directed PCA to enter into a memorandum of agreement with various agencies to ensure a coordinated implementation of the programs under the Development Plan, proper utilization of the allocations provided, and submission of periodic accomplishment report of these implementing agencies to the PCA Board;

WHEREAS, PCA requested for the creation of the Program Management Office (PMO) under the PCA organizational structure to handle the implementation of the Coconut Farmers and Industry Development Plan;

WHEREAS, the Governance Commission for GOCCs (GCG) pursuant to R.A. No. 10149 is mandated to “evaluate the performance and determine the relevance of the GOCC, to ascertain whether such GOCC should be reorganized, merged, streamlined, abolished or privatized, ...[and] implement the reorganization, merger or streamlining *unless otherwise directed by the President*;

WHEREAS, the Governance Commission has determined that it is in the best interest of the State and the public to create a PMO consisting of twenty-nine (29) contractual plantilla positions in the PCA as specified hereunder;

NOW, Be it –

RESOLVED, that the following contractual plantilla positions, *coterminous with the Coconut Farmers and Industry Development Plan*, are hereby created:

Position Title	No. of Positions	Salary Grade (SG)
PROGRAM MANAGEMENT OFFICE		
Department Manager II	1	25
Project Development Officer IV	4	22
Planning Officer IV	1	22
Project Evaluation Officer III	2	18
Information Systems Analyst II	2	16
Financial Analyst II	1	15
Administrative Officer II	2	11
Financial Analyst I	1	11
<i>Subtotal</i>	14	
Heath and Medical Division		
Division Chief III	1	24
Project Development Officer III	1	18
Administrative Officer IV	1	15
Administrative Officer II	12	11
<i>Subtotal</i>	15	
Total	29	

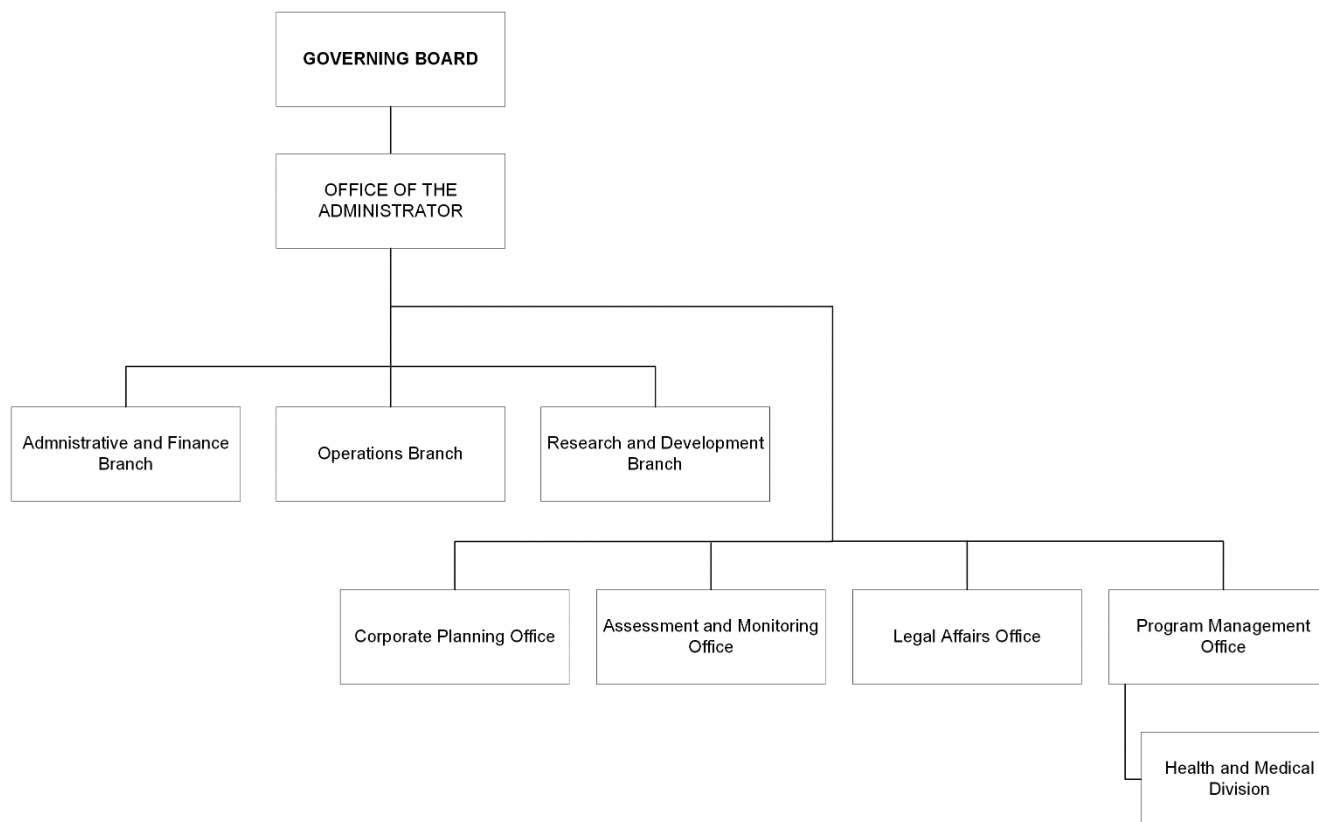
RESOLVED FURTHER, that the PMO shall be placed under the Office of the Administrator in the approved PCA Organization Structure and Staffing Pattern (OSSP) as presented in **Annex A**.

RESOLVED FINALLY, that the creation of the foregoing positions is **SUBJECT TO THE FOLLOWING CONDITIONS**:

1. The positions shall be filled up only upon approval of the Coconut Farmers and Industry Development Plan by the Office of the President;
2. Funds for the purpose shall be taken fully from the corporate funds of the PCA, included in its Corporate Operating Budget as approved by its Board of Trustees;
3. The pertinent civil service, budgetary, accounting, auditing and other applicable laws, rules and regulations shall be complied with.

DONE, this 25th day of January 2022.

PCA PROGRAM MANAGEMENT OFFICE (PMO) GCG-Approved Organizational Structure



Approved by:

**PCA PROGRAM MANAGEMENT OFFICE (PMO)
Staffing Pattern**

No. of Positions	Position Title	Salary Grade (SG)	Status
PROGRAM MANAGEMENT OFFICE			
1	Department Manager II	25	Contractual
4	Project Development Officer IV	22	Contractual
1	Planning Officer IV	22	Contractual
2	Project Evaluation Officer III	18	Contractual
2	Information Systems Analyst II	16	Contractual
1	Financial Analyst II	15	Contractual
2	Administrative Officer II	11	Contractual
1	Financial Analyst I	11	Contractual
14	<i>Subtotal</i>		
Health and Medical Division			
1	Division Chief III	24	Contractual
1	Project Development Officer III	18	Contractual
1	Administrative Officer IV	15	Contractual
12	Administrative Officer II	11	Contractual
15	<i>Subtotal</i>		
<u>29</u>	<u>Total</u>		

Approved by:

PCA PROGRAM MANAGEMENT OFFICE (PMO) Functional Statement

PROGRAM MANAGEMENT OFFICE

The PMO is a department-level unit reporting directly to the Administrator and coordinates with the PCA Governing Board, the PCA Deputy Administrators, the PCA Regional Managers, the Trust Fund Management Committee (TFMC), the Trust Fund Manager and the partner agencies as identified in R.A. No. 11524.¹ It handles the overall coordination of the programs approved for implementation under the Coconut Farmers and Industry Development Plan (CFIDP), coordinates the documentation and reporting of outcomes to the PCA Governing Board, manages the accountability requirements with the implementing agencies and generally ensures compliance with R.A. No. 11524.

Specifically, the PMO shall:

- Ensure that the CFID Program meets its budgetary and performance obligations.
- Always ensure that the lines of communication between the PCA, the implementing agencies, and beneficiaries are well-maintained and accessible.
- Provide program management guidance, systems, tools, and standards in program execution.
- Develop and implement a Program Operations Manual.
- Develop and maintain a Program Monitoring and Evaluation (M&E) system.
- Perform periodic program monitoring and evaluation and prepare required reports for submission to the TFMC, PCA Board, and the National Economic and Development Authority (NEDA).
- Develop and maintain an Integrated Information System (IIS) for CFID Program Management, M&E, and knowledge management and learning.
- Monitor technical, financial, procurement, and contract management responsibilities of implementing agencies.
- Act as secretariat to the Program Steering Committee (PSC) and the National Inter-Agency Technical Committee (NIATC).
- Perform other related tasks as directed by the PCA Administrator.

Health and Medical Division

The Health and Medical Division is a unit under the PMO tasked to conceptualize, propose, plan, implement, monitor, review, and document the health and medical programs for coconut farmers and their families, in coordination with the Philippine Health Insurance Corporation (PHILHEALTH) and with various coconut farmer organizations and cooperatives – as may be provided in the CFIDP.

¹ “Coconut Farmers and Industry Fund Act,” approved on 26 February 2021.

**PCA PROGRAM MANAGEMENT OFFICE (PMO)
Statement of Responsibilities**

No.	Position	SG	Status	Responsibilities
PROGRAM MANAGEMENT OFFICE				
1	Department Manager II	25	Coterminous (C)	<ul style="list-style-type: none"> • Exercises general direction and supervision of the various functions of the Department and its personnel including the Health Services Division • Coordinates with the PCA Board, PCA Management, the Trust Fund Committee, the Trust Fund Manager, partner/implementing agencies, and beneficiaries, monitors and documents the planning and implementation of programs under the Development Plan, reports outcomes, and ensures compliance with accountability requirements of the programs and projects • Submits project evaluation reports of implementation and target achievement, including ultimate beneficiary quality of life outcomes • Ensures accuracy of all reports prior to submission to PCA approving authorities • Recommends systems, policies, or actions to streamline, improve, make more transparent or remediate any weaknesses in project implementation, as necessary • Reviews and endorses terminal and liquidation reports of implementing agencies • Share collected data to relevant PCA units • Reviews and approves the Department's budget for final approval by the PCA-approving authorities • Performs other related functions as may be assigned by the immediate supervisor
4	Project Development Officer IV	22	C	<p>Project Management and Coordination</p> <ul style="list-style-type: none"> • Coordinates directly with implementing agencies in all activities of the project cycle (pre-implementation, implementation, post-implementation) • prepares all documentation required on the side of PCA, including all accountability requirements, of all assigned projects in all phases of the project cycle • Submits regular implementation reports which should include target accomplishments and resource balances

No.	Position	SG	Status	Responsibilities
				<ul style="list-style-type: none"> • Prepares position papers on issues affecting the implementation of projects • Monitors project implementation for compliance to laws, rules, and regulations • Performs other related functions as may be assigned by the immediate supervisor
1	Planning Officer IV	22	C	<p>Project Planning, Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Formulates plans, programs, and projects for integration in the Development Plan • Works with the Project Evaluation Officer and Project Development Officers in the overall design of plans for implementation • Assists the Department Manager in policy formulation, project planning, and packaging • Reviews work assignments and outputs of the Project Evaluation Officer • Performs other related functions as may be assigned by the Department Manager
2	Project Evaluation Officer III	18	C	<p>Project Planning, Monitoring and Evaluation</p> <ul style="list-style-type: none"> • Monitors and evaluates projects and programs implemented under the Development Plan • Reviews terminal reports and prepares evaluation reports of outcome and objective achievement • Maintains a database of projects in support of knowledge management policies and systems of PCA • Performs other related functions as may be assigned by the immediate supervisor.
2	Information System Analyst II	16	C	<p>Information Technology</p> <ul style="list-style-type: none"> • Reviews all technology resources requests of Department personnel against the actual needs of the Department • Proposes technology solutions to streamline the project planning, monitoring, evaluation activities of the Department • Maintains the physical and software resources of the department and ensures zero downtime of systems and equipment • Performs other related functions as may be assigned by the immediate supervisor

No.	Position	SG	Status	Responsibilities
1	Financial Analyst II	15	C	<p>Financial Management</p> <ul style="list-style-type: none"> • Reviews and evaluates proposed project financials and economics of projects implemented under the Development Plan • Evaluates project financials for compliance with rules and regulations • Submits basic actuarial studies for consideration in the formulation, revisions, adjustment of the development plans • Reviews and analyzes financial results • Performs other related functions as may be assigned by the immediate supervisor
2	Administrative Officer II	11	C	<p>Administrative Support</p> <ul style="list-style-type: none"> • Provides general administrative and clerical support to the Department • Maintains the records and record-keeping system of the Department • Handles paperwork related to requisition of resources for use by the Department • Handles the coordination with other units in relation to the administrative, logistics, and communication needs of the Department • Performs other related functions as may be assigned by the Department Manager
1	Financial Analyst I	11	C	<p>Financial Management</p> <ul style="list-style-type: none"> • Assists in the review and evaluation of proposed project financials and economics of projects implemented under the Development Plan • Assists in the evaluation of project financials for compliance with rules and regulations • Assists in the preparation of basic actuarial studies for consideration in the formulation, revisions, adjustment of the development plans • Assists in the review and analysis of financial results • Performs other related functions as may be assigned by the immediate supervisor
Health and Medical Division				
1	Division Chief III	24	C	<ul style="list-style-type: none"> • Exercises general direction and supervision of the various functions and personnel of the Division

No.	Position	SG	Status	Responsibilities
				<ul style="list-style-type: none"> • Formulates, proposes, implements, monitors, and evaluates all plans and activities under the Health and Medical Services programs in the Development Plan that will benefit coconut farmers and their families • Coordinates with external partners, providers and the coconut farmers and their families • Proposes the Division's budget • Performs other related functions as may be assigned by the immediate supervisor
1	Project Development Officer III	18	C	<ul style="list-style-type: none"> • Conducts research on the demographics, health services needs of the Division's beneficiaries • Packages health services project proposals for approval • Acts as overall coordinator and monitors all Administrative Officer III who are assigned to the Regional Offices • Assists the Division Chief in coordinating with external partners, providers, and the coconut farmers and their families • Performs other related functions as may be assigned by the Division Chief
1	Administrative Officer IV	15	C	<ul style="list-style-type: none"> • Provides general administrative and clerical support to the Division • Maintains the records and record-keeping system of the Division • Handles paperwork related to requisition of resources for use by the Division • Handles the coordination with other units in relation to the administrative, logistics, and communication needs of the Division • Performs other related functions as may be assigned by the Division Chief
12	Administrative Officer II	11	C	<ul style="list-style-type: none"> • Coordinates with Regional Offices and sub-offices in the implementation of health services projects • Submits regular reports on the implementation of projects • Coordinates with partners, providers, and the coconut farmers and their families • Proposes remedial measures during project implementation as necessary • Performs other related functions as may be assigned by the immediate supervisor