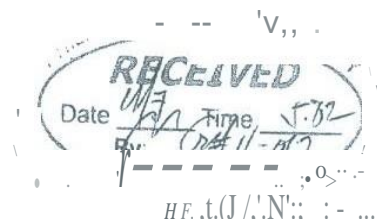




02 September 2013

HON. PROCESO J. ALCALA
DA Secretary and Chairman
HON. EUCLIDES G. FORBES
Administrator
PHILIPPINE COCONUT AUTHORITY (PCA)
 Elliptical Road, Diliman, Quezon City



RE: APPROVAL OF THE PCA RATIONALIZATION PLAN

Gentlemen,

This refers to your letter of request to the Commission dated 15 March 2013 for the approval of the PCA proposed Rationalization Plan consisting of eight hundred twenty-six (826) plantilla positions. The related documents were initially submitted to and evaluated by the Department of Budget and Management (DBM), which forwarded the same to the Commission for appropriate action in accordance with the latter's mandate under R.A. No. 10149.

Relative thereto, we wish to inform you that the Commission has APPROVED PCA's Rationalization Plan, with a total of 826 plantilla positions.

Attached herewith for your reference is **GCG MEMORANDUM ORDER No. 2013-40**, embodying the Commission's resolution on the matter.

FOR YOUR INFORMATION AND GUIDANCE.

Very truly yours,

CESAR L. V. LANUEVA
Chairperson

L.

MAI. L. IGNACIO
Commissioner

RAINIER B. BUTAUD
Commissioner

FOR: CESAR V. PURISIMA
DOF Secretary

Don P. Sevilla, SEC 31 Oct 2013

FLORENCIO B. ABAD
DBM Secretary

MEMORANDUM ORDER NO. 2013-40

RATIONALIZATION OF THE PHILIPPINE COCONUT AUTHORITY (PCA)

WHEREAS, Executive Order (E.O.) No. 366, s. 2004, directed a strategic review of the operations and organizations of the Executive Branch including Government-Owned or -Controlled Corporations (GOCCs), and provided options and incentives for government employees who may be affected by the rationalization of functions and agencies of the Executive Branch;

WHEREAS, the Governance Commission for GOCCs (GCG), pursuant to Section 5(a) of the "GOCC Governance Act of 2011" (RA. 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, in consultation with the department or agency to which a GOCC is attached";

WHEREAS, PCA is an agency mandated "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 PCA aims to focus on field operations by improving the quality of copra to be complemented by research, market development, and regulatory undertakings;

WHEREAS, the PCA has an existing authorized plantilla of one thousand four hundred (1,400) positions, and has requested for the approval of its Rationalization Plan (RP) with a total of eight hundred twenty-six (826) plantilla positions;

WHEREAS, the PCA Governing Board approved the Rationalization Plan under Board Resolution No. 042-2011 dated 17 May 2011;

WHEREAS, following a series of Technical Working Group meetings and discussions between the representatives from the PCA Change Management Team (CMT), the Department of Budget and Management (DBM), and the GCG, PCA officially submitted to the GCG a *Revised* Rationalization Plan on 15 March 2013;

WHEREAS, the Commission finds the Rationalization Plan of PCA "to the best interest of the state" as measures of Good Governance and Economic Development through improving national productivity pursuant to Sections 6 and 8(e) respectively of Executive Order (E.O.) No. 43, s. 2011, as well as the Philippine Development Plan 2011-2016 and in the latter's pursuit of its vital programs and objectives;

NOW, BE IT -

RESOLVED, the said *Revised* Rationalization Plan of PCA is hereby **APPROVED**, as reflected in the documents below which form an integral part of this Memorandum Order (M.O.), to wit:


1. Annex A - Rationalization Plan;
2. Annex B - Organizational Structure;
3. Annex C - Staffing Pattern; and
4. Annex D - Functional Statement.

RESOLVED FURTHER, that the implementation of this Order shall comply with the following conditions and guidelines:

1. Filling up of vacant positions shall be programmed to ensure overall financial viability of agency operations, actual revenue collection and operating requirements;
2. Funding requirements for regular positions shall be included in the Corporate Operating Budget of the Corporation;
3. PCA to adopt and offer the retirement and separation package for the affected personnel in the implementation of the Rationalization Plan using the incentives provided under the Executive Order (E.O.) No. 366, s. 2004, as amended by E.O. No. 77, s. 2012;
4. The Governing Board through the Administrator shall be accountable for the payment of separation benefits to the retirees/separates pursuant to the pertinent provisions of E.O. Nos. 366 and 77;
5. PCA shall submit to the GCG one hard copy and one digital copy in a CD of the Plantilla positions;
6. The Rationalization Plan shall be implemented within two (2) months after receipt of this M.O. and a monthly progress report shall thereafter be submitted until such implementation has been completed;
7. The pertinent civil service, budgetary, accounting, auditing and other relevant laws, rules and regulations shall be complied with; and
8. Any further modification/s on the GCG-Approved Organizational Structure and Staffing Pattern (OSSP) is/are prohibited unless otherwise approved by the GCG.

DONE, in the City of Makati, this 2nd day of September, Two Thousand and Thirteen.


CESAR L. VILLANUEVA
Chairman


CESAR V. PURISIMA
DOF Secretary
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L-- J,A.lr--l
MA. JLA E. IGNACIO
Commissioner


RAINIER B. BUTAUD
Commissioner

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FLORENCIO B. ABAD
DBM Secretary

ANNEX A

PHILIPPINE COCONUT AUTHORITY Rationalization Plan CY 2013

I. Objectives

- ▶ To make the Philippines a reliable domestic and global supplier of coconut products.
- ▶ To increase coconut farm productivity and real farmers' income through intensified extension services and entrepreneurial development.
- ▶ To promote complementation and synergy of coconut and oil palm production and marketing.
- ▶ To focus on research and development on improved utilization and quality of new products and processes to enhance product competitiveness and environmental safety with emphasis on high-value coconut products/by-products.
- ▶ To raise the living conditions of the coconut farmers and farm workers through a sustained development of the coconut industry.
- ▶ To integrate coconut farmers' organizations and promote a unified farmers' empowerment through institutional development and linkages with non-government organizations (NGOs), private sector, peoples' organizations (POs) and other government agencies (GAs).
- ▶ To strengthen communications through establishment and maintenance of National Information Network (**NIN**) System.

II. Core Functions

- ▶ **Production and Productivity of Coconut Farms**
 - Implement national coconut planting/replanting, fertilization, and integrated pest management projects, develop community-based seed farm and upgrade existing seedgardens.
 - Implement intercropping and the sustainable livelihood projects.
 - Undertake copra quality improvement program and the direct copra marketing project.
- ▶ **Research and Development**
 - Conduct integrated coconut R & D enhancement program; farmer participatory research on coconut-based farming system.



- Conduct market research and promotion of emerging high-value products and by-products, biotechnology researches on varietal improvement, product development, medical and nutritional researches.
- Enhanced trade relations and market assistance program and the quality improvement and development of natural and emerging high-value products.

► **Infrastructure Development**

- Operate and maintain existing seedfarms to sustain the supply of pre-selected planting materials.
- Operate and maintain research-based plantations for the study, investigation, breeding, development and propagation of genetic varieties/ cultivars; testing and evaluation of farming systems and methodologies and investigation, study, experiments, control containment of coconut and related pests and diseases.
- Design, promote and distribute post-harvest facilities such as copra dryers, copra moisture meters and coir fiber decorticators

► **Institutional Development**

- Provide extension services, farmers' education and skills training on production, processing and enterprise development.
- Assist in the self-organization of coconut farmers and help strengthen such organization and cooperatives and in capability building.
- Provide assistance in microfinance management and/ or access to capital market.

III. Strategic Shifts

A. Policy Direction

- PCA to continue the exercise its powers and functions mandated in its charter. It will pursue its on-going and new programs with focus on its vital/ core functions and the priority programs and projects under the Ten (10) Point Agenda of the Administration in conjunction with the Five Key Results Areas of Priority.
- Improve the quality and efficiency of its services by eliminating or minimizing overlaps and duplication and by rationalizing delivery and support systems, organization structures and staffing.
- Strengthen its basic core functions in the area of research, extension service and quality regulations to improve the competitiveness and marketability of coconut products and by-products.

B. Strategies

- Abolition and integration of offices for efficiency, improved productivity and maximum utilization of resources (units in the Central/Regional Offices and Research Centers into the three branches of the organizational structure where they appropriately belong).
- Decentralization of functions from the Central Office to the Regional Offices.
- Merger and consolidation of some functional offices for more efficiency and effective implementation of programs and projects.
- Relocation of existing personnel to other units where they are qualified or most effective.
- Establishment of manpower development program to train staff on new methods and procedures and/ or update on recent policies and guidelines affecting the industry.

C. Functions and Programs

1. Merger of Trade & Market Development and Field Operations to be placed under the Operations Branch for improved efficiency.
2. Abolition of Agricultural Research Management and functions to be undertaken by Research Centers.
3. Merger of Administrations and Finance Departments to eliminate duplication of functions.
4. Abolition of security units at Central Office for outsourcing services.
5. Abolition of medical and dental units in the Central Office.
6. Engagement of legal services at regional office on retainer basis.

IV. Organizational Restructuring

Abolition/Merger of Organizational Units

1. Merger of Trade & Market Development Branch and Field Operations Branch into the Operations Branch and the Administrative and General Services Department and the Financial & Management Services Department to be merged into Administrative and Finance Branch where the Human Resource Development Department will be a division under the Administrative & General Services Department.
2. Abolition of Agricultural Research Department, the Security and the Medical & Dental Services Units.



To effect the merger of sectors, the rationalized structure is shown in ANNEX B and shall consist of the following operations units with the corresponding functions:

- I. **Governing Board** - formulates and adopts policies for the management and operation of the Philippine Coconut Authority (PCA), and prescribe the rules and regulations governing the manner in which the general business of PCA may be conducted.
- II. Internal **Audit Department** - review the operational effectiveness and efficiency of corporate business processes, systems and procedures and for examining and evaluating the adequacy and effectiveness of internal control systems and programs through the following:
 - a. Conduct management review of the different organizational unit to determine the degree of compliance with established objectives, policies, regulations and approved operating procedures.
 - b. Review and appraisal of the internal control systems to determine weaknesses and inadequacies for corrective measures.
111. **Office of the Corporate Secretary** - renders administrative and technical services to the Governing Board and is the repository of minutes of board meetings and other deliberations of the Board of Directors.
- IV. **Office of the Administrator** - conducts the affairs of the Authority and enforces the resolutions, instructions and orders approved by the Board of Directors.
- V **Corporate Planning Office** - provides recommendations in determining medium and long-term corporate objectives which involve the following activities:
 - a. Preparation of the Administration's corporate plan and the formulation of strategies taking into consideration corporate responses to national programs.
 - b. Development and maintenance of an integrated management information system for PCA.
- VI. **Assessment and Monitoring Office** - assesses, evaluates and reconciles intercompany transactions to determine PCA fees; conducts research and investigation of companies with overdue accounts/ unsubmitted reports and recommends legal action thereof; and prepares and issues corresponding certification
- VII. **Legal Affairs Office** - provides legal services for the protection of corporate rights, interests and properties of PCA.
- VIII. **Office of the Deputy Administrator for Administrative and Finance** - plans, organizes, directs and controls the administrative and financial activities of PCA.
 - A. **Finance Department** - conducts assessment of financial operations of PCA.



1. Accounting Division - develops recommends and implements a sound accounting system, and standard operating procedures and guidelines affecting management, availment and utilization of funds.
 2. **Budget Division** - develops, improves and implements budgetary methods , procedures and guidelines.
 3. **Collection and Disbursement Division** - develops plans and programs for a more effective and efficient management of funds.
8. **Administrative and General Services Department** formulates/updates plans, programs, policies, guidelines and procedures pertaining to personnel management and development programs, procurement and property management, building and facilities maintenance, and records management.
1. **General Services Division** - formulates and updates plans, programs, policies, guidelines and procedures pertaining to buildings and facilities maintenance.
 2. Human Resource Division - plans and develops short and medium-range programs on human resource management and development.
 3. **Property Division** - formulates/updates plans, programs, policies, guidelines and procedures pertaining to procurement and property management.
- IX. **Office of the Deputy Administrator for Operations** - plans, coordinates, directs and controls the overall coconut and other palm oil development program of the agency.
- A. **Trade & Market Development Department** - plans, coordinates, directs and controls the overall trade and market development program of the agency.
1. **Market Research & Promotions Division** - formulates, develops and implements plans and programs in areas of market research and promotions and investments aimed at expanding the domestic and export of coconut and oil palm product.
 2. Trade Information & Relations Division - establish and maintains data bank of all primary domestic and international trade/market data.
- 8 . **Operations Department** - provide assistance in the preparation, planning and implementation of agricultural development programs and projects geared towards the national coconut oil palm industry and supervising and monitoring of said programs/ projects.



1. Field Operations Division - plans and coordinates the field implementation of coconut agro-based development programs/projects and evaluates the same.
 2. Oil Palm & Other Special Concerns & Project Division - plans and coordinates the implementation of special concerns and projects relative to RA 8048, Palm Oil Development, Agro-Forest Reserve Development, among others, and evaluates the field implementation of the same.
 3. **Farmers' Welfare & Institutional Development Division** - formulates, develops and recommends policies, guidelines and procedures of implementation on socio-economic development programs and projects for the coconut farmers.
- X. **Office of the Deputy Administrator for Research and Development** - plans, organizes, directs and controls the research and development activities of the agency.
- A **Laboratory Services Division** - provides laboratory services for research, extension and farming need of the industry.
1. Office of the Department Manager, Albay Research Center - plans, organizes, directs and controls the different activities of the Albay Research Center.
 - 1.1 **Food Product Development Division** - develops new food uses, improves existing products, processes and packaging systems geared towards enhancing the health and nutritional properties of coconut.
 - 1.2 **Biotechnology Division** conducts molecular characterization of coconut pests and diseases and their biological control agents and develops appropriate breeding techniques in the application of biotechnology.
 2. **Office of the Department Manager, Davao Research Center** - plans, organizes, directs and controls the different activities of the Davao Research Center.
 - 2.1 **Agronomy Soils and Farming System Division** - formulates and develops a sound comprehensive farm advisory base on results of yield-limiting factors using agronomic and foliar diagnosis, climatic consideration and field fertilizer trials.
 - 2.2 **Integrated Crop Protection Division** - formulates and develops practical, effective and safe control measures against pests and diseases of coconut following the integrated pest management.
 3. **Office of the Department Manager, Zamboanga Research Center** - plans, organizes, directs and controls the different activities of the Zamboanga Research Center.



- 3.1 **Plant Genetic Resources Conservation & Utilization Division-** conducts researches on the botanical and genetical aspects of coconut improvement including the identification of economically promising population and the development of coconut hybrid for commercial utilization.
- 3.2 **Non-Food Product Development Division** - conducts basic, applied and market researches in coconut based bio-fuel/bio-energy, biomass, coir processing and machineries development.
- XI. **Regional Office** - promotes, coordinates and harmonizes all activities in the coconut sub-sector at the regional-level as well as provincial levels and promotes concerted efforts to develop the local coconut industry.
- XII. **Provincial Office** - implements the various programs and projects of the Authority with efficiency and effectiveness and supports measures to increase production and farm productivity.

V. Staffing Pattern

PCA's staffing pattern consists of a total of 826 positions of which 125 are from CO and 701 in the field offices (43 Research Centers and 658 ROs)

All positions are on a permanent status except for 3 positions in the Office of the Administrator who are co-terminus with the Administrator.

Vt. Funding

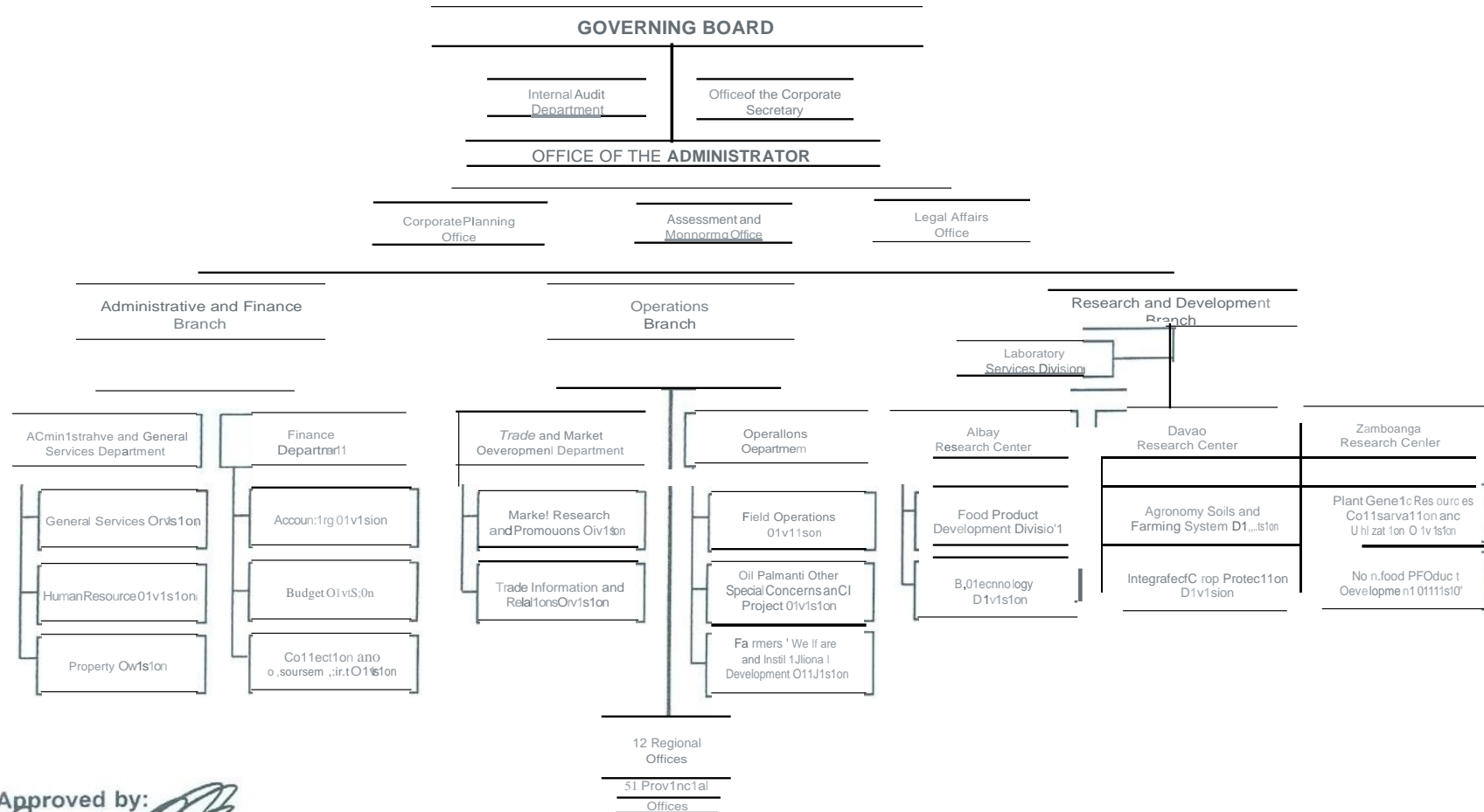
Funding for the payment of incentives and terminal leave to affected personnel shall be provided by the national government in the form of subsidy.

VII.Implementation

This Rationalization Plan shall be implemented upon approval as authorized under EO No. 366 and EO No. 77.

Approved: */J/4*
WeA
 Chairman

PCA Table of Organization Overview

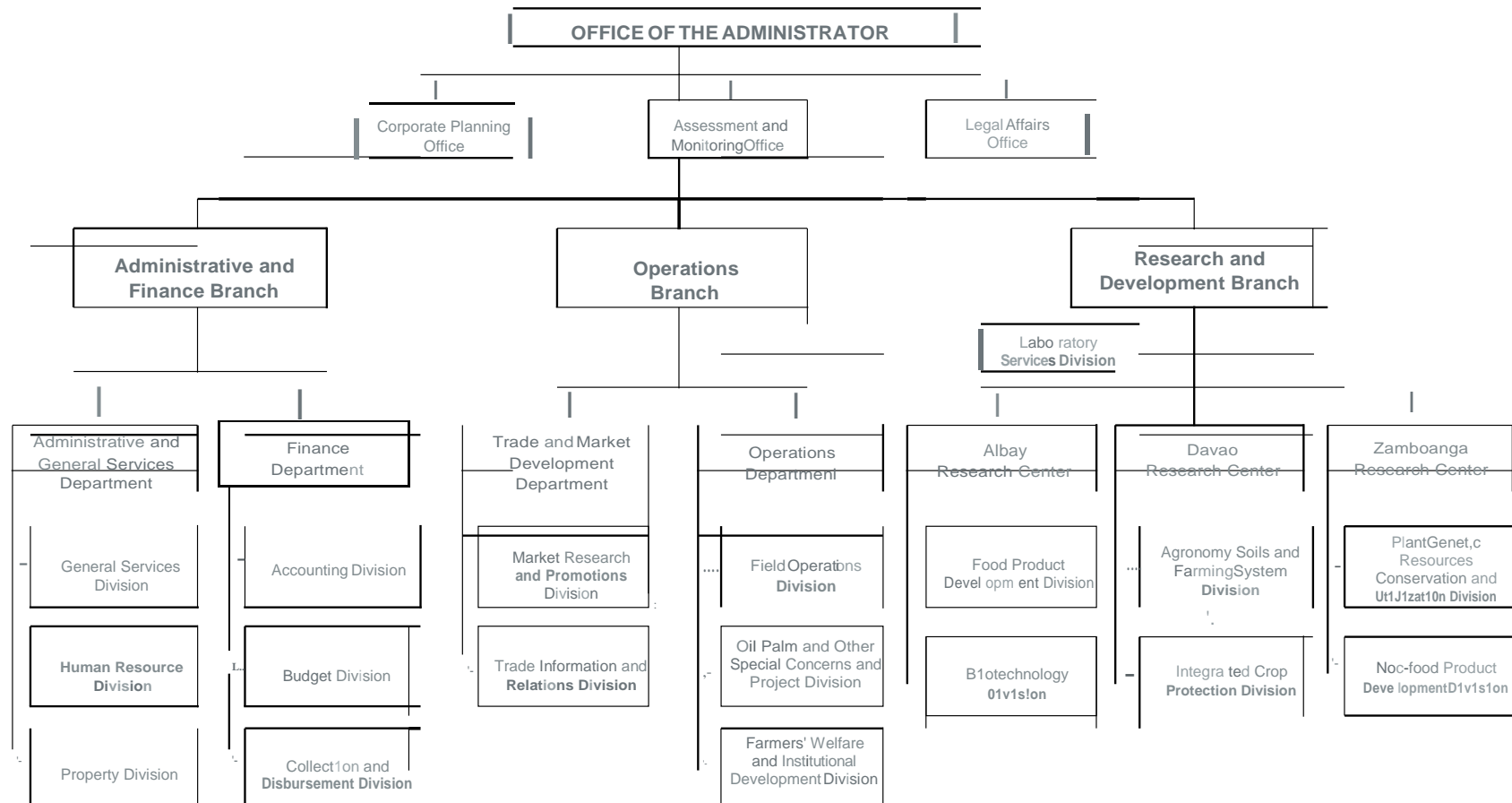


Approved by:

CESAR L. VILLANUEVA

Chairman

PCA Central Office

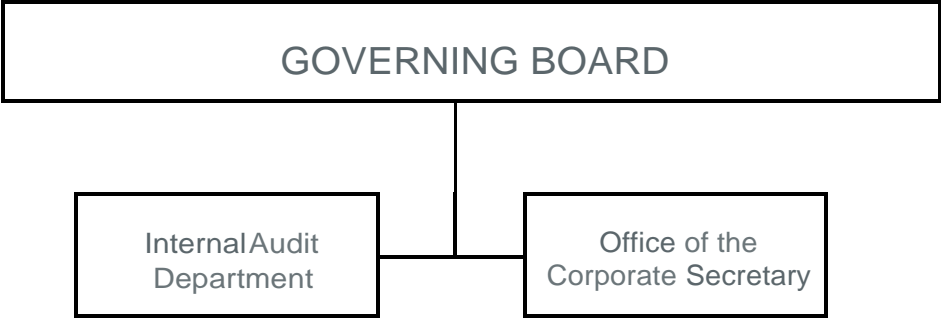


Approved by:

CESAR L. VILLANUEVA

Chairman

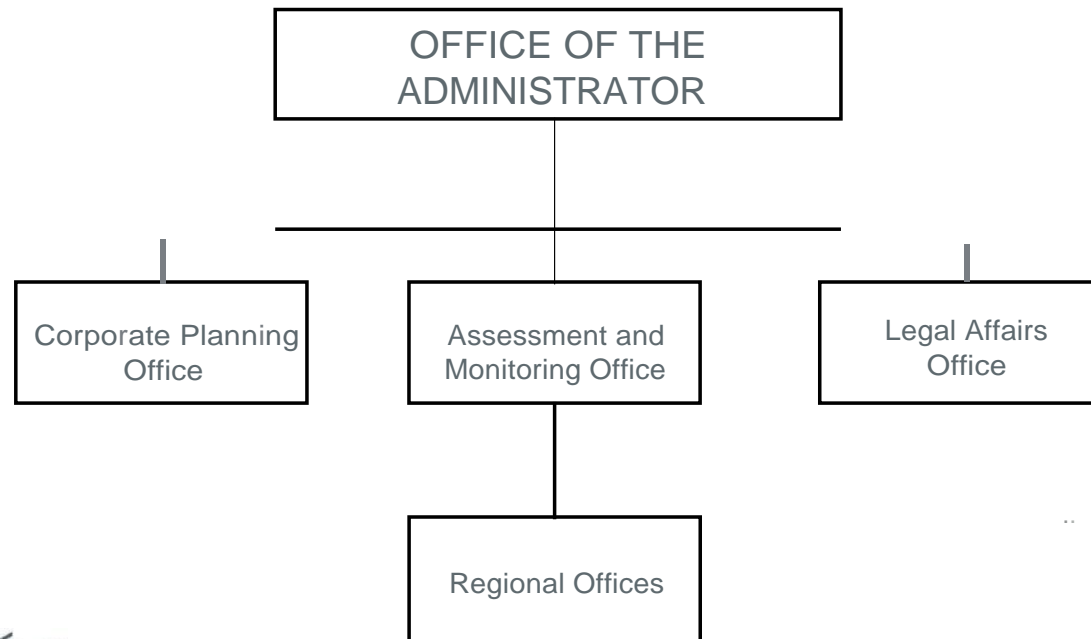
PCA Governing Board



Approved by:

C-E SAR L. VILLANUEVA
Chairman

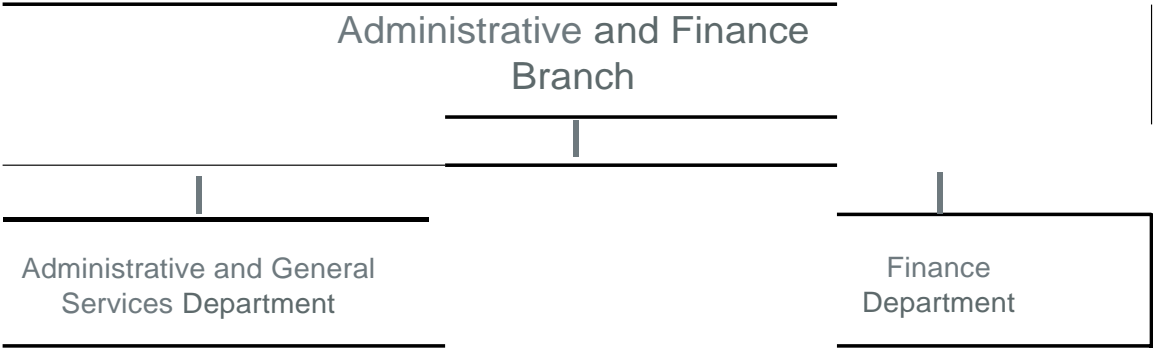
Office of the Administrator



Approved by:

CESAR L. VILLANUEVA
Chairman

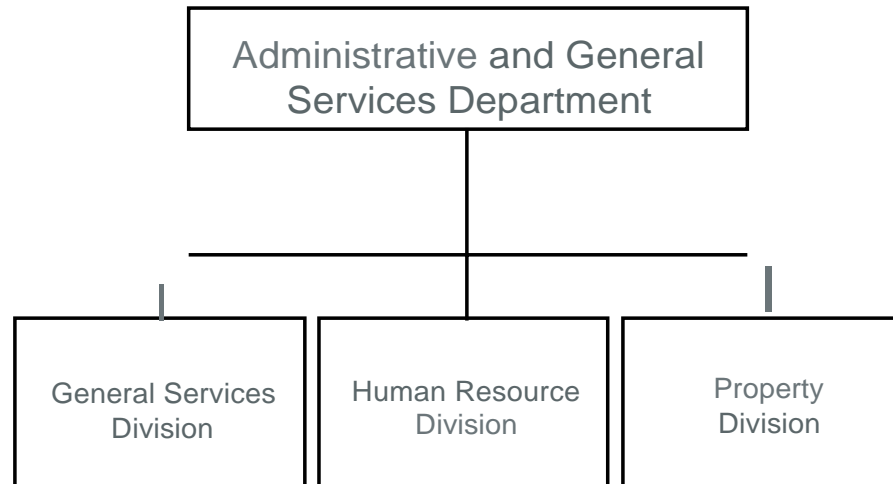
Office of the Deputy Administrator for
Administrative and Finance



Approved by:

CESAR L. VILLANUEVA
Chairman

Administrative and General Services Department

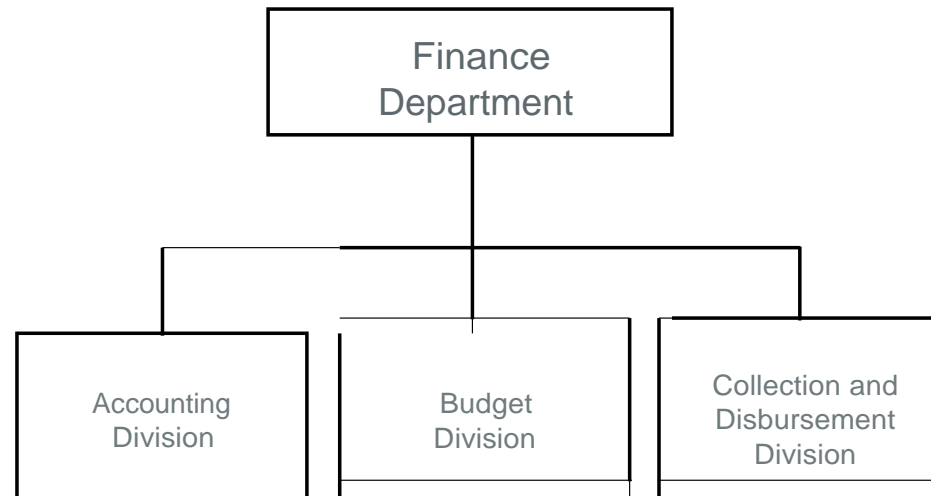


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Cesar L. Villanueva

Chairman

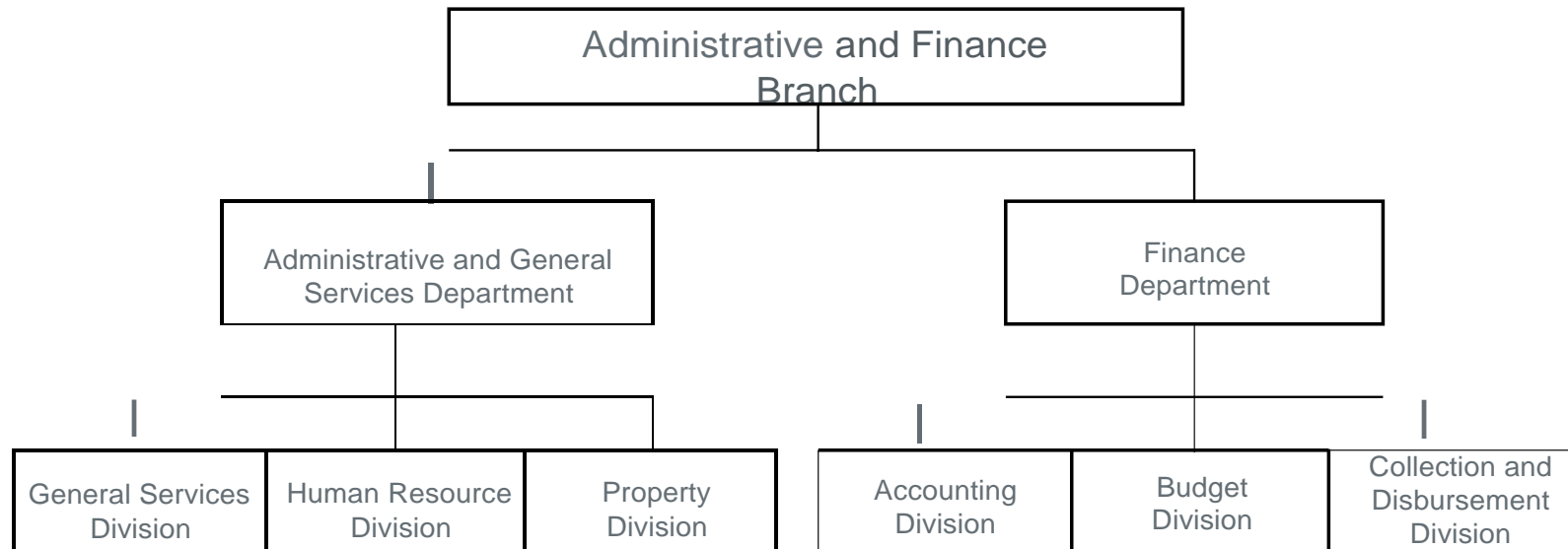
Finance Department



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CESAR VILLANUEVA
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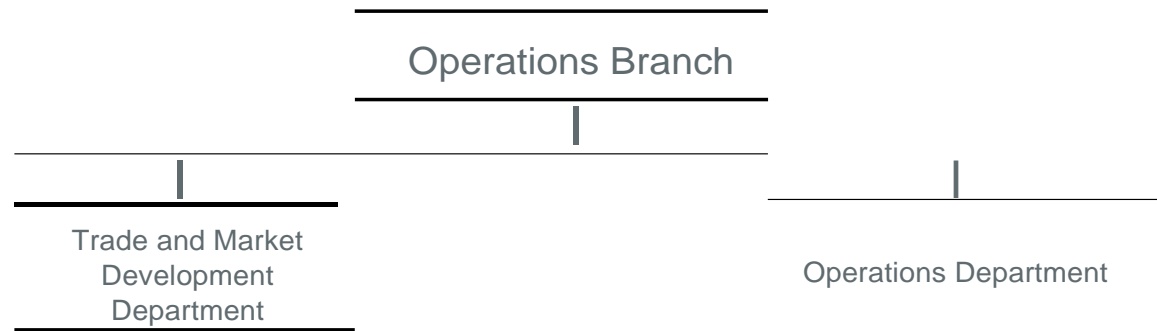
Administrative and Finance Branch - Overview



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CESAR L. VILLANUEVA
Chairman

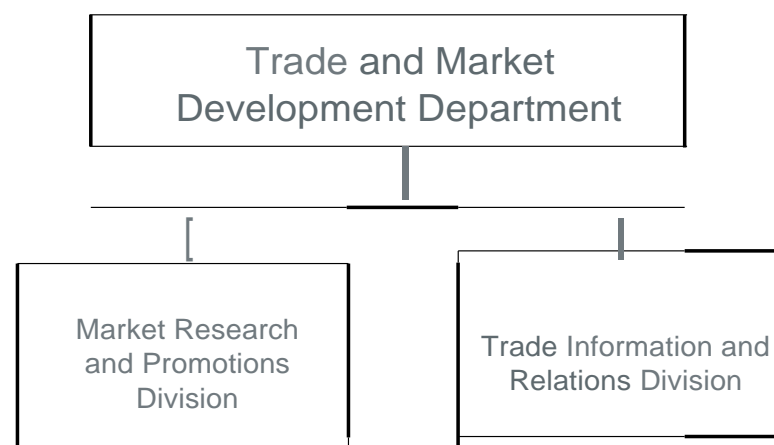
Office of the Deputy Administrator for Operations



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CESAR VILLANUEVA
Chairman

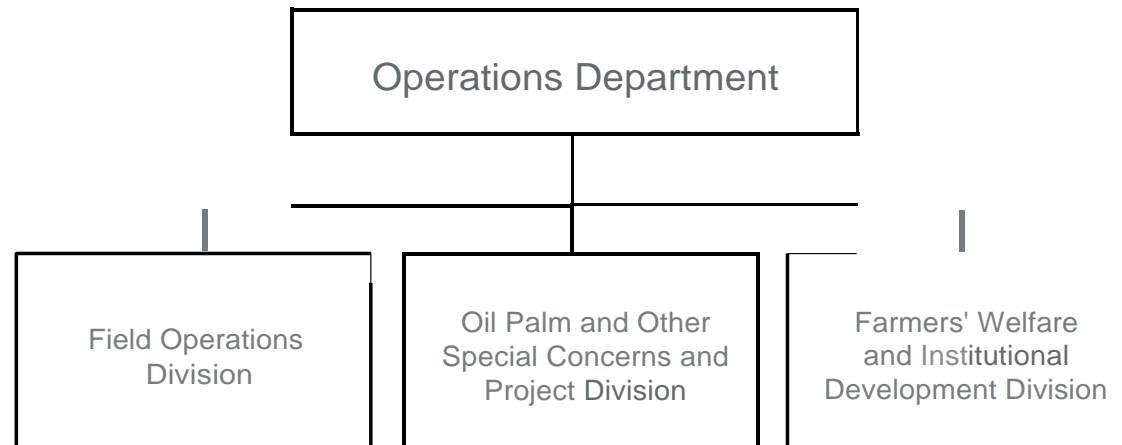
Trade and Market Development Department



Approved by:

CESAR L. VILLANUEVA
Chairman

Operations Department

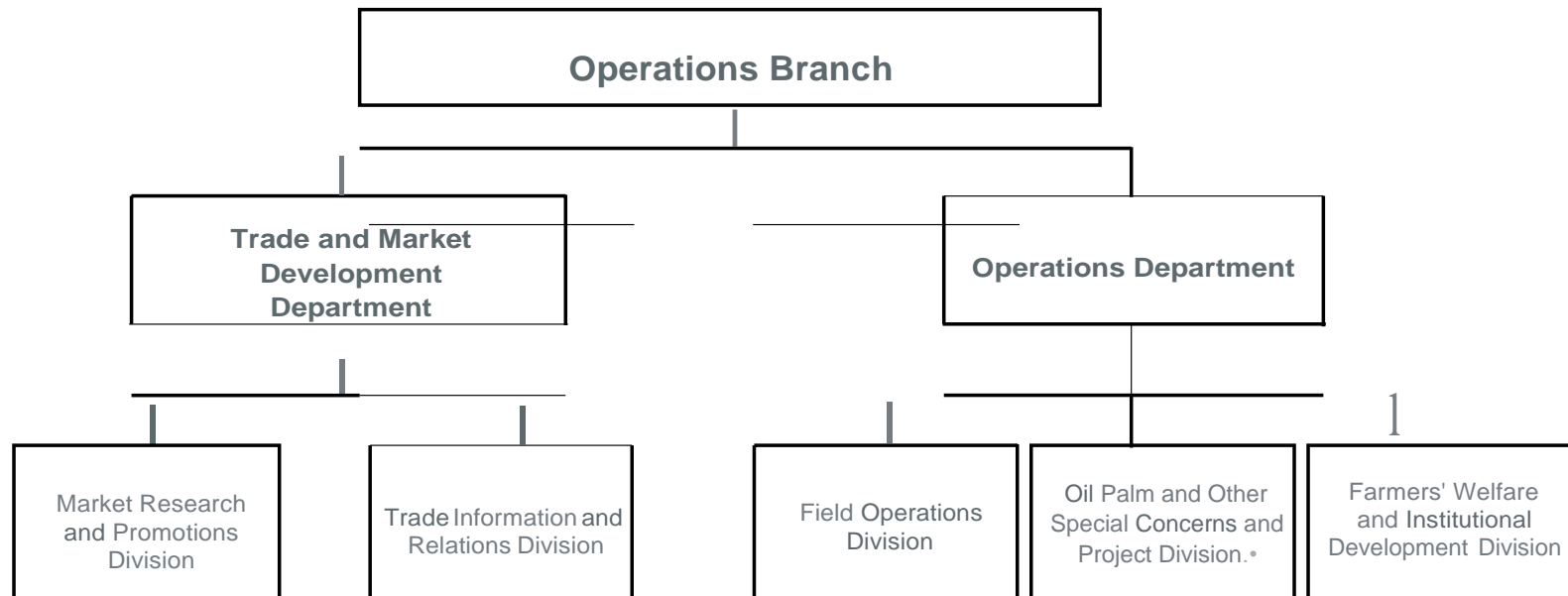


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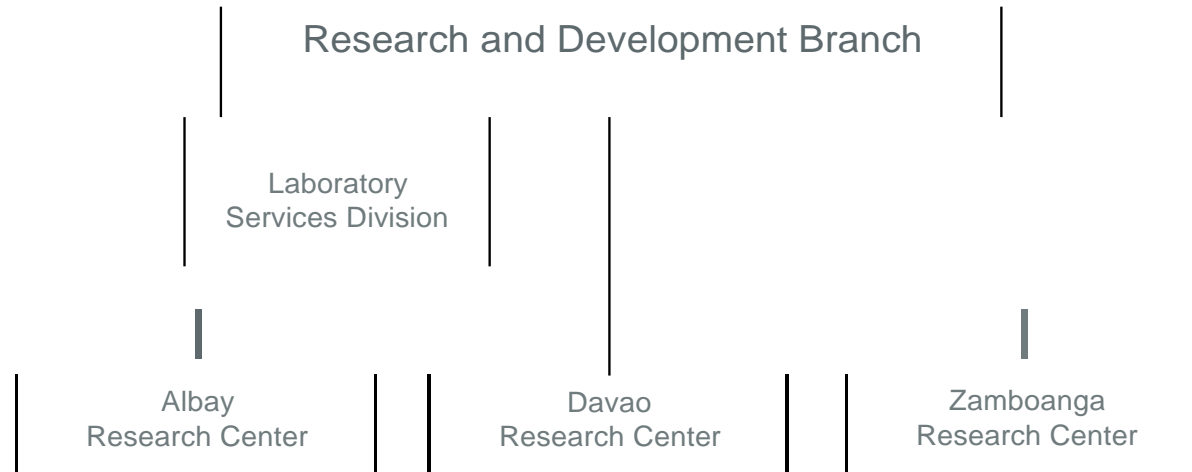
Operations Branch - Overview



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Chairman

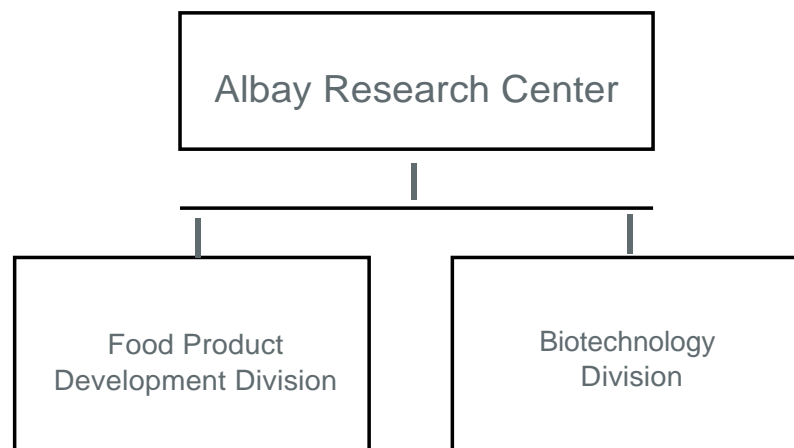
Office of the Deputy Administrator for Research and Development



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CESAR L. VILLANUEVA
Chairman

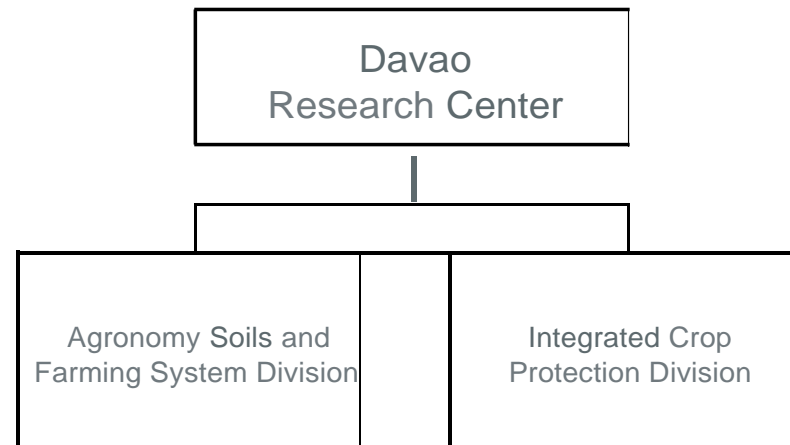
Office of the Department Manager - Albay Research Center




CESAR L. VILLANUEVA
Chairman



Office of the Department Manager - Davao Research Center

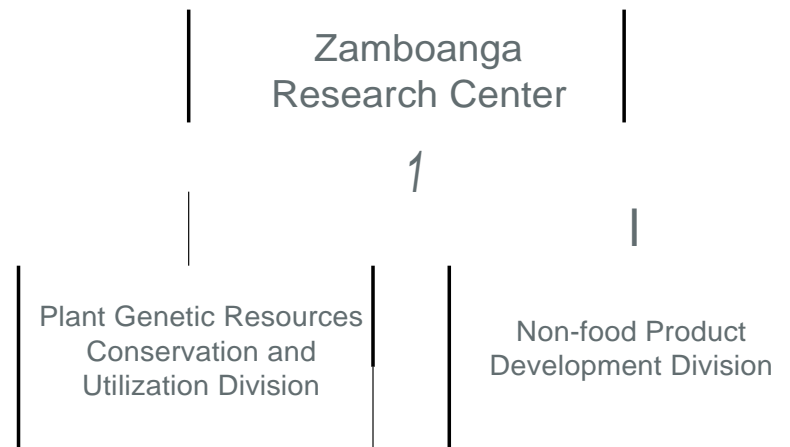


Approved by:

(*Cesar L. Villanueva*)

CESAR L. VILLANUEVA
Chairman

Office of the Department Manager - Zamboanga Research Center

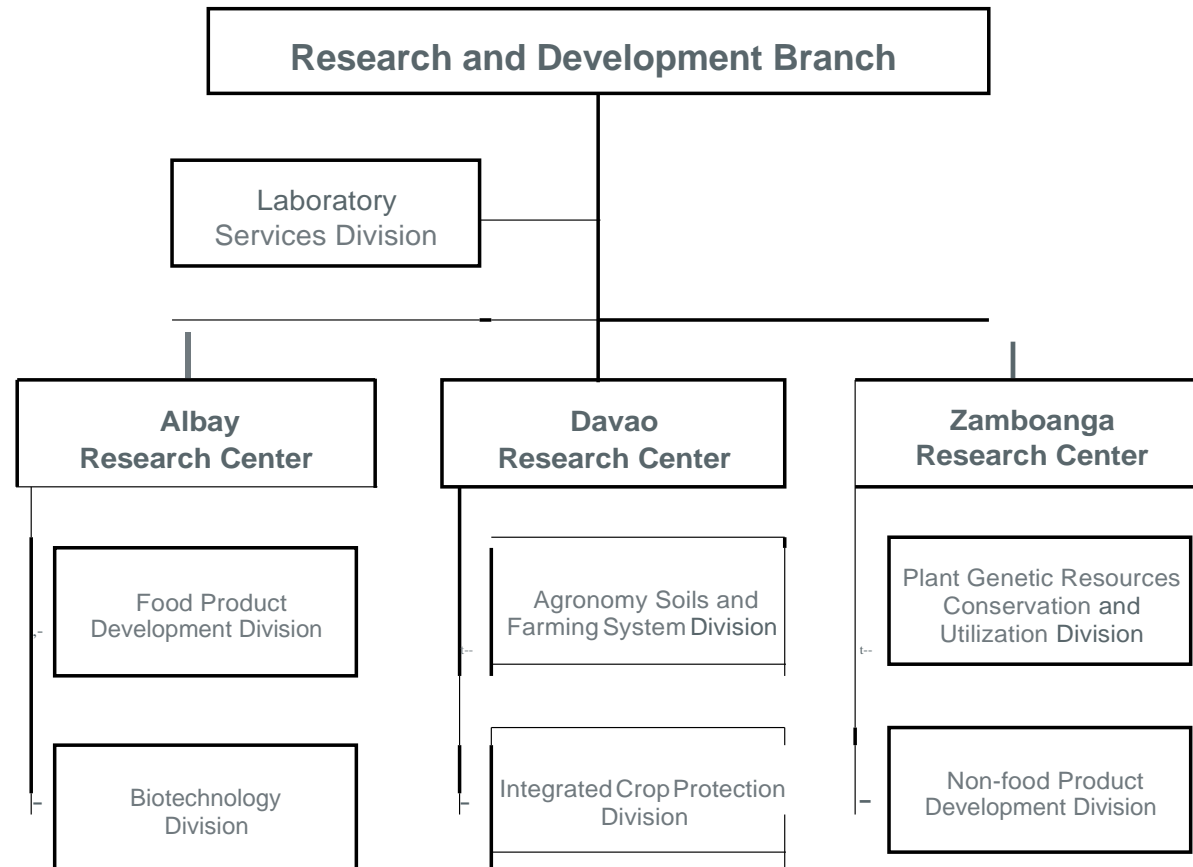


Approved **by**

VA

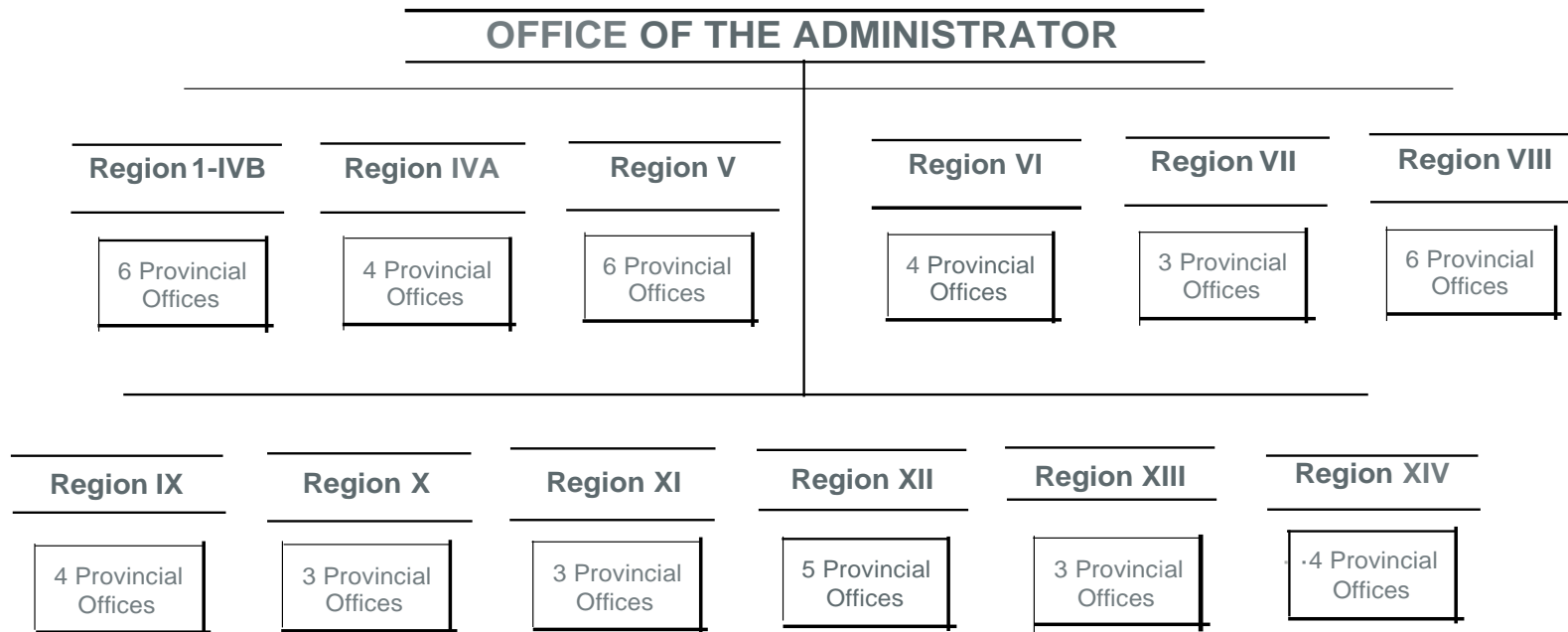
Chairman

Research and Development Branch - Overview

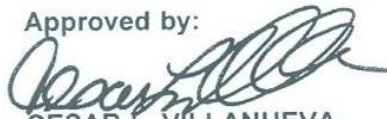


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CESAR L. VILLANUEVA
Chairman

Regional Offices



Approved by:



CESAR L. VILLANUEVA
Chairman

**STAFFING PATTERN
PHILIPPINE COCONUT AUTHORITY**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
GOVERNING BOARD				
Office of the Corporate Secretary				
1	Board Secretary V	24	49,750	49,750
1	Board Secretary IV	22	42,652	42,652
1	Board Secretary III	20	36,567	36,567
1	Records Officer I	10	17,255	17,255
Internal Audit Department				
Office of the Department Manager				
1	Department Manager I	24	49,750	49,750
1	Internal Auditor IV	22	42,652	42,652
1	Internal Auditor III	18	31,351	31,351
1	Internal Auditor II	15	24,887	24,887
1	Internal Auditor I	11	18,549	18,549
OFFICE OF THE ADMINISTRATOR				
1	Administrator	30	78,946	78,946
1	Head Executive Assistant*	27	62,270	62,270
1	Executive Assistant III*	20	36,567	36,567
1	Executive Assistant II	17	29,028	29,028
1	Records Officer I	10	17,255	17,255
1	Public Relations Officer IV	22	42,652	42,652
1	Information Officer II	15	24,887	24,887
1	Driver II*	4	11,181	11,181
* Co-terminus with the Administrator				
Corporate Planning Service				
Office of the Department Manager				
1	Department Manager I	24	49,750	49,750
1	Planning Officer IV	22	42,652	42,652
1	Project Evaluation Officer IV	22	42,652	42,652
1	Project Evaluation Officer III	18	31,351	31,351
1	Planning Officer III	18	31,351	31,351
1	Information System Analyst	19	33,859	33,859
Assessment and Monitoring Service				
Office of the Department Manager				
1	Department Manager I	24	49,750	49,750
2	Trade Control Examiner II	15	24,887	49,774
2	Trade Control Examiner I	11	18,549	37,098
Legal Affairs Service				
1	Attorney VI	26	58,028	58,028
2	Attorney V	25	53,730	107,460
1	Legal Assistant	10	17,255	17,255
1	Administrative Assistant	8	14,931	14,931



STAFFING PATTERN PHILIPPINE COCONUT AUTHORITY				
No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
Administrative and Finance Branch				
<u>Office of the Deputy Administrator</u>				
	Deputy Administrator	28	67,684	67,684
	Executive Assistant	17	29,028	29,028
<u>Finance Department</u>				
<u>Office of the Department Manager</u>				
1	Department Manager II	25	53,730	53,730
<u>Accounting Division</u>				
1	Division Chief III	24	49,750	49,750
1	Accountant III	19	33,859	33,859
2	Accountant II	16	26,878	53,756
2	Bookkeeper I	8	14,931	29,862
2	Accounting Clerk III	8	14,931	29,862
<u>Budget Division</u>				
1	Division Chief III	24	49,750	49,750
1	Budget Officer III	18	31,351	31,351
2	Budget Officer II	15	24,887	49,774
	Budget Officer I	11	18,549	18,549
<u>Collection and Disbursement Division</u>				
1	Division Chief III	24	49,750	49,750
1	Cashier III	18	31,351	31,351
2	Cashier II	14	23,044	46,088
1	Cashier I	10	17,255	17,255
<u>Administrative and General Services Department</u>				
<u>Office of the Department Manager</u>				
	Department Manager II	25	53,730	53,730
	Records Officer III	18	31,351	31,351
	Records Officer II	14	23,044	23,044
<u>General Services Division</u>				
1	Division Chief III	24	49,750	49,750
1	Const. and Maintenance General Foreman	11	18,549	18,549
1	Electrician II	6	12,921	12,921
1	Mechanic II	6	12,921	12,921
7	Driver II	4	11,181	78,267
1	Buyer V	13	21,436	21,436
1	Buyer IV	11	18,549	18,549
<u>Human Resource Division</u>				
1	Division Chief III	24	49,750	49,750
2	Administrative Officer III	18	31,351	62,702
1	Administrative Officer II	15	24,887	24,887
1	Administrative Officer I	11	18,549	18,549
1	Administrative Assistant	8	14,931	14,931

STAFFING PATTERN PHILIPPINE COCONUT AUTHORITY				
No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary INBC 540\	Sub-Total
<u>Proper Division</u>				
1	Division Chief III	24	49,750	49,750
1	Supply Officer III	18	31,351	31,351
1	Supply Officer II	14	23,044	23,044
1	Storekeeper III	9	16,051	16,051
<u>OPERATIONS BRANCH</u>				
<u>Office of the Deputy Administrator</u>				
1	Deputy Administrator	28	67,684	67,684
1	Executive Assistant	17	29,028	29,028
<u>Trade and Market Development Department</u>				
<u>Office of the Department Manager</u>				
1	Department Manager II	25	53,730	53,730
<u>Market Research and Promotions Division</u>				
1	Division Chief III	24	49,750	49,750
2	Project Development Officer III	18	31,351	62,702
1	Project Development Officer II	15	24,887	24,887
1	Project Development Officer I	11	18,549	18,549
<u>Trade Information and Relations Division</u>				
1	Division Chief III	24	49,750	49,750
1	Senior Trade Industry Development Specialist	18	31,351	31,351
1	Trade Industry Development Specialist II	15	24,887	24,887
1	Statistician IV	18	31,351	31,351
1	Coconut Production & Regulation Officer II	13	21,436	21,436
<u>Operations Department</u>				
<u>Office of the Department Manager</u>				
1	Department Manager II	25	53,730	53,730
<u>Field Operations Division</u>				
1	Division Chief III	24	49,750	49,750
2	Project Development Officer III	18	31,351	62,702
1	Project Development Officer II	15	24,887	24,887
1	Project Development Officer I	11	18,549	18,549
<u>Oil Palm and Other Special Concerns and Project Division</u>				
1	Division Chief III	24	49,750	49,750
2	Project Development Officer III	18	31,351	62,702
1	Project Development Officer II	15	24,887	24,887
1	Project Development Officer I	11	18,549	18,549
<u>Farmers' Welfare and Institutional Development Division</u>				
1	Division Chief III	24	49,750	49,750
2	Project Development Officer III	18	31,351	62,702
1	Project Development Officer II	15	24,887	24,887
1	Project Evaluation Officer I	11	18,549	18,549
2	Training Officer III	18	31,351	62,702

STAFFING PATTERN PHILIPPINE COCONUT AUTHORITY				
No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
Research and Development Branch				
<u>Office of the Deputy Administrator</u>				
1	Deputy Administrator	28	67,684	67,684
1	Executive Assistant	17	29,028	29,028
1	Senior Science Research Specialist	19	33,859	33,859
1	Science Research Specialist II	16	26,878	26,878
1	Science Research Assistant	9	16,051	16,051
<u>Laboratory Services Division</u>				
1	Division Chief III	24	49,750	49,750
4	Senior Science Research Specialist	19	33,859	135,436
2	Science Research Specialist II	16	26,878	53,756
2	Science Research Specialist I	13	21,436	42,872
125	Sub-Total, Central Office			3,939,957
<u>Albay Research Center</u>				
<u>Office of the Department Manager</u>				
1	Department Manager II	25	53,730	53,730
1	Driver	4	11,181	11,181
<u>Food Product Development Division</u>				
1	Division Chief III	24	49,750	49,750
2	Senior Science Research Specialist	19	33,859	67,718
1	Science Research Specialist II	16	26,878	26,878
1	Science Research Specialist I	13	21,436	21,436
<u>Biotechnology Division</u>				
1	Division Chief III	24	49,750	49,750
2	Senior Science Research Specialist	19	33,859	67,718
1	Science Research Specialist II	16	26,878	26,878
1	Science Research Specialist I	13	21,436	21,436
<u>Davao Research Center</u>				
<u>Office of the Department Manager</u>				
1	Department Manager II	25	53,730	53,730
1	Driver	4	11,181	11,181
<u>Agronomy Soils and Farming System Division</u>				
1	Division Chief III	24	49,750	49,750
2	Senior Science Research Specialist	19	33,859	67,718
1	Science Research Specialist II	16	26,878	26,878
1	Science Research Specialist I	13	21,436	21,436
<u>Integrated Crop Protection Division</u>				
1	Division Chief III	24	49,750	49,750
2	Senior Science Research Specialist	19	33,859	67,718
1	Science Research Specialist II	16	26,878	26,878
1	Science Research Specialist I	13	21,436	21,436

STAFFING PATTERN PHILIPPINE COCONUT AUTHORITY				
No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<u>Zamboanga Research Center</u>				
<u>Office of the Department Manager</u>				
	Department Manager III	26	58,028	58,028
	Administrative Officer III	18	31,351	31,351
	Supply Officer II	14	23,044	23,044
1	Accountant III	19	33,859	33,859
1	Cashier II	14	23,044	23,044
1	Bookkeeper	8	14,931	14,931
1	Accounting Clerk	8	14,931	14,931
1	Farm Superintendent I	18	31,351	31,351
1	Driver	4	11,181	11,181
<u>Plant Genetic Resources Conservation and Utilization Division</u>				
1	Division Chief III	24	49,750	49,750
2	Senior Science Research Specialist	19	33,859	67,718
1	Science Research Specialist II	16	26,878	26,878
1	Science Research Specialist I	13	21,436	21,436
<u>on-Food Product Development Division</u>				
1	Division Chief III	24	49,750	49,750
2	Senior Science Research Specialist	19	33,859	67,718
1	Science Research Specialist II	16	26,878	26,878
1	Science Research Specialist I	13	21,436	21,436
43	Sub-Total, Research Centers			1,366,234
<u>REGION I-IVB</u>				
<u>Office of the Regional Manager</u>				
1	Regional Manager	26	58,028	58,028
1	Project Development Officer IV	22	42,652	42,652
2	Project Development Officer III	18	31,351	62,702
2	Coconut Production Regulation Officer III	15	24,887	49,774
1	Driver II	4	11,181	11,181
<u>Administrative and Finance Unit</u>				
	Accountant III	19	33,859	33,859
	Cashier II	14	23,044	23,044
	Accounting Clerk III	8	14,931	14,931
	Bookkeeper	8	14,931	14,931
	Administrative Officer III	18	31,351	31,351
	Supply Officer II	14	23,044	23,044
<u>Field Operations</u>				
6	Division Chief I	22	42,652	255,912
6	Senior Agriculturist	18	31,351	188,106
20	Agriculturist II	15	24,887	497,740
7	Agriculturist I	11	18,549	129,843

STAFFING PATTERN PHILIPPINE COCONUT AUTHORITY				
No. of Pos.	UniUPosition Title	Salary Grade	Monthly Salary NBC 540	Sub-Total
REGION IVA				
<u>Office of the Regional Manager</u>				
	Regional Manager	26	58,028	58,028
1	Project Development Officer IV	22	42,652	42,652
2	Project Development Officer III	18	31,351	62,702
2	Coconut Production Regulation Officer III	15	24,887	49,774
	Driver II	4	11,181	11,181
<u>Administrative and Finance Unit</u>				
1	Accountant III	19	33,859	33,859
1	Cashier II	14	23,044	23,044
1	Accounting Clerk III	8	14,931	14,931
1	Bookkeeper	8	14,931	14,931
1	Administrative Officer III	18	31,351	31,351
1	Supply Officer II	14	23,044	23,044
<u>Field Operations</u>				
4	Division Chief	22	42,652	170,608
4	Senior Agriculturist	18	31,351	125,104
30	Agriculturist II	15	24,887	746,610
10	Agriculturist I	11	18,549	185,490
REGION V				
<u>Office of the Regional Manager</u>				
1	Regional Manager	26	58,028	58,028
1	Project Development Officer IV	22	42,652	42,652
2	Project Development Officer III	18	31,351	62,702
2	Coconut Production Regulation Officer III	15	24,887	49,774
1	Driver II	4	11,181	11,181
<u>Administrative and Finance Unit</u>				
	Accountant III	19	33,859	33,859
	Cashier II	14	23,044	23,044
	Accounting Clerk III	8	14,931	14,931
	Bookkeeper	8	14,931	14,931
	Administrative Officer III	18	31,351	31,351
	Supply Officer II	14	23,044	23,044
<u>Field Operations</u>				
6	Division Chief	22	42,652	255,912
6	Senior Agriculturist	18	31,351	188,106
40	Agriculturist II	15	24,887	995,480
13	Agriculturist I	11	18,549	241,137
REGION VI				
<u>Office of the Regional Manager</u>				
	Regional Manager	26	58,028	58,028
1	Project Development Officer IV	22	42,652	42,652
2	Project Development Officer III	18	31,351	62,702
2	Coconut Production Regulation Officer III	15	24,887	49,774
	Driver II	4	11,181	11,181

STAFFING PATTERN
PHILIPPINE COCONUT AUTHORITY

No. of Pos.	UniU Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
<u>Administrative and Finance Unit</u>				
1	Accountant III	19	33,859	<u>3,859</u>
1	Cashier II	14	23,044	23,044
1	Accounting Clerk III	8	14,931	14,931
1	<u>Bookkeeper</u>	8	14,931	14,931
1	<u>Administrative Officer III</u>	18	<u>31,351</u>	31,351
1	Supply Officer II	14	23,044	23,044
<u>Field Operations</u>				
4	Division Chief I	22	42,652	170,608
4	<u>Senior Agriculturist</u>	18	31,351	125,404
12	Agriculturist II	15	24,887	298,644
4	Agriculturist I	11	15,499	74,196
<u>REGION VII</u>				
<u>Office of the Regional Manager</u>				
1	<u>Regional Manager</u>	26	<u>58,028</u>	58,028
1	<u>Project Development Officer IV</u>	22	<u>42,652</u>	42,652
2	<u>Project Development Officer III</u>	18	31,351	62,702
2	<u>Coconut Production Regulation Officer III</u>	15	<u>24,887</u>	49,774
1	Driver II	4	11,181	11,181
<u>Administrative and Finance Unit</u>				
1	<u>Accountant III</u>	19	33,859	33,859
1	<u>Cashier II</u>	14	23,044	23,044
1	<u>Accounting Clerk III</u>	8	14,931	14,931
1	<u>Bookkeeper</u>	8	14,931	14,931
1	<u>Administrative Officer III</u>	18	31,351	31,351
1	<u>Supply Officer II</u>	14	23,044	23,044
<u>Field Operations</u>				
3	Division Chief I	22	42,652	127,956
3	<u>Senior Agriculturist</u>	18	31,351	94,053
12	<u>Agriculturist II</u>	15	24,887	298,644
4	Agriculturist I	11	15,499	74,196
<u>REGION VIII</u>				
<u>OFFICE OF THE REGIONAL MANAGER</u>				
1	Regional Manager	26	58,028	58,028
1	Project Development Officer IV	22	42,652	42,652
2	<u>Project Development Officer III</u>	18	31,351	62,702
2	<u>Coconut Production Regulation Officer III</u>	15	24,887	49,774
1	<u>Driver II</u>	4	11,181	11,181
<u>Administrative and Finance Unit</u>				
1	Accountant III	19	33,859	33,859
1	Cashier II	14	23,044	23,044
1	Accounting Clerk III	8	14,931	14,931
1	Bookkeeper	8	14,931	14,931
1	Administrative Officer III	18	31,351	31,351
1	Supply Officer II	14	23,044	23,044

**STAFFING PATTERN
PHILIPPINE COCONUT AUTHORITY**

No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary INBC 5401	Sub-Total
<u>Field Operations</u>				
6	Division Chief I	22	42,652	255,912
6	Senior Agriculturist	18	31,351	188,106
33	<u>Agriculturist II</u>	15	24,887	821,271
11	<u>Agriculturist I</u>	11	18,549	204,039
<u>REGION IX</u>				
<u>Office of the Regional Manager</u>				
1	<u>Regional Manager</u>	26	58,028	58,028
1	Project Development Officer IV	22	42,652	42,652
2	: Project <u>Development</u> Office	18	31,351	62,702
2	Coconut Production Regulation Officer III	15	24,887	49,774
1	Driver II	4	11,181	11,181
<u>Administrative and Finance Unit</u>				
	Accountant III	19	33,859	33,859
	<u>Cashier II</u>	14	23,044	3,044
	<u>Accounting</u> Clerk III	8	14,931	14,931
	<u>Bookkeeper</u>	8	<u>931</u>	<u>14,931</u>
	Administrative Officer III	18	31,351	31,351
	Supply Officer II	14	23,044	23,044
<u>Field Operations</u>				
4	Division Chief I	22	42,652	170,608
4	Senior agriculturist	18	31,351	125,404
33	Agriculturist II	15	24,887	821,271
11	Agriculturist I	11	18,549	204,039
<u>REGION X</u>				
<u>Office of the Regional Manager</u>				
1	Regional Manager	26	58,028	58,028
1	Project <u>Development</u> Officer IV	22	42,652	42,652
2	<u>Project Development</u> Officer III	18	31,351	62,702
2	Coconut Production Regulation Officer III	15	24,887	49,774
1	Driver II	4	11,181	11,181
<u>Administrative and Finance Unit</u>				
1	Accountant III	19	33,859	33,859
1	<u>Cashier II</u>	14	23,044	23,044
1	<u>Accounting</u> Clerk III	8	14,931	14,931
1	<u>Bookkeeper</u>	8	14,931	14,931
1	Administrative Officer III	18	31,351	31,351
1	Supply <u>Officer II</u>	14	23,044	23,044
<u>Field Operations</u>				
3	Division Chief I	22	42,652	127,956
3	Senior <u>Agriculturist</u>	18	31,351	94,953
27	Agriculturist II	15	24,887	671,949
9	Agriculturist I	11	18,549	166,941

STAFFING PATTERN PHILIPPINE COCONUT AUTHORITY				
No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 5401)	Sub-Total
REGION XI				
<u>Office of the Regional Manager</u>				
1	Regional Manager	26	58,028	58,028
1	Project Development Officer IV	22	42,652	42,652
2	Project Development Officer III	18	31,351	62,702
2	Coconut Production Regulation Officer III	15	24,887	49,774
1	Driver II	4	11,181	11,181
<u>Administrative and Finance Unit</u>				
1	Accountant III	19	33,859	33,859
1	Cashier II	14	23,044	23,044
1	Accounting Clerk III	8	11,931	14,931
1	Bookkeeper	8	14,931	14,931
1	Administrative Officer III	18	31,351	31,351
1	Supply Officer II	14	23,044	23,044
<u>Field Operations</u>				
3	Division Chief I	22	42,652	127,956
3	Senior Agriculturist	18	31,351	94,053
33	Agriculturist II	15	24,887	821,271
11	Agriculturist I	11	18,549	204,039
REGION XII				
<u>Office of the Regional Manager</u>				
1	Regional Manager	26	58,028	58,028
1	Project Development Officer IV	22	42,652	42,652
2	Project Development Officer III	18	31,351	62,702
2	Coconut Production Regulation Officer III	15	24,887	49,774
1	Driver II	4	11,181	11,181
<u>Administrative and Finance Unit</u>				
	Accountant III	19	33,859	33,859
	Cashier II	14	23,044	23,044
1	Accounting Clerk III	8	14,931	14,931
1	Bookkeeper	8	14,931	14,931
1	Administrative Officer III	18	31,351	31,351
1	Supply Officer II	14	23,044	23,044
<u>Field Operations</u>				
5	Division Chief I	22	42,652	213,260
5	Senior Agriculturist	18	31,351	156,755
15	Agriculturist II	15	24,887	373,305
5	Agriculturist I	11	18,549	92,745
REGION XIII				
<u>Office of the Regional Manager</u>				
1	Regional Manager	26	58,028	58,028
1	Project Development Officer IV	22	42,652	42,652
2	Project Development Officer III	18	31,351	62,702
2	Coconut Production Regulation Officer III	15	24,887	49,774
1	Driver II	4	11,181	11,181

STAFFING PATTERN PHILIPPINE COCONUT AUTHORITY				
No. of Pos.	Unit/Position Title	Salary Grade	Monthly Salary (NBC 540)	Sub-Total
Administrative and Finance Unit				
1	Accountant III			
1	Cashier II			
1	Accounting Clerk III			
1	Bookkeeper			
1	Administrative Officer III			
1	Supply Officer II			
Field Operations				
3	Division Chief I			
		3	Senior Agriculturist	
		18	Agriculturist II	
		6	Agriculturist I	
REGION XIV				
Office of the Regional Manager				
1	Regional Manager	26	58,028	58,028
1	Project Development Officer IV	22	42,652	42,652
2	Project Development Officer III	18	31,351	62,702
2	Coconut Production Regulation Officer III	15	24,887	49,774
1	Driver II	4	11,181	11,181
Administrative and Finance Unit				
1	Accountant III	19	33,859	33,859
1	Cashier II	14	23,044	23,044
1	Accounting Clerk III	8	14,931	14,931
1	Bookkeeper	8	14,931	14,931
1	Administrative Officer III	18	31,351	31,351
1	Supply Officer II	14	23,044	23,044
Field Operations				
4	Division Chief I	22	42,652	170,608
4	Senior Agriculturist	18	31,351	125,404
27	Agriculturist II	15	24,887	671,949
9	Agriculturist I	11	18,549	166,941
658 Sub-Total, Regional Offices				17,481,117
826 GRAND TOTAL		TO ALL SALARIES		22,787,308

GOVERNING BOARD

Formulate and adopt a general program of development for the coconut and other palm oils industry, and evaluate existing policies, programs having to do with industry development and to integrate and coordinate the various facets of such activities into the approved general development program.

Recommend to the President of the Philippines and, upon his approval to effect the integration of agencies charged with the prosecution of certain aspects of the industry development to attain efficient and effective implementation of the general program.

Direct and manage the affairs of the Authority and approve, subject to final action of the President, the annual and supplemental budget of the PCA which may be submitted to the Board by the PCA Administrator from time to time.

Receive and administer funds provided by laws and borrow necessary funds for the purpose of financing programs and projects deemed vital and necessary for the attainment of its goals and objectives.

OFFICE OF THE CORPORATE SECRETARY

Render administrative and technical services to the PCA Governing Board.

Repository of minutes of board meetings and other deliberations/ transactions of the Board of Directors and safekeep the PCA seal.

Prepare Board Resolution, Corporate Secretary Certificate and coordinate with various departments for Board actions that will be acted upon when necessary.

Attend Board Management and Executive Committee Meetings and record deliberations, review transcripts of deliberations, letters, reports and other forms of correspondence.

Coordinate with members of the Board Members/ Management Executive Committee Members for the schedule of activities and meetings.

INTERNAL AUDIT DEPARTMENT

Advise top management on all matters relating to management control and operations audit.

Conduct management and operations performance audit of PCA organizational units and determine the degree of compliance with established objectives, policies, methods and procedures.

Review and appraise systems and procedures, organizational structures assets and management practices, accounting and other records, reports and performance standards.

Analyze and evaluate management deficiencies and assist top management to solve problems by recommending realistic courses of action.



Ascertain the proper allocation and utilization of funds, manpower and other physical resources. Develop plans and programs relative to the improvement of the organization: review existing methods, procedures and systems and make recommendation.

Conduct audit, evaluate audit findings: determine the extent of compliance with established laws, rules and guidelines and standards; prepare audit reports and monitor actions taken on audit findings/recommendations

Review circular and other issuances prepared by concerned organizational units to ensure consistency of content with existing policies and regulations.

Coordinate with the Department of Budget and Management, Commission on Audit and other government agencies on matters relative to organization and audit.

OFFICE OF THE ADMINISTRATOR

In accordance with the policies and plans enunciated by the Board, direct and manage the day to day affairs and business of the Authority and be responsible for the discharge of powers prescribed by the PCA Charter.

Subject to the approval of the Board, recommend/establish and maintain organization with specific functions and responsibilities for each operating unit.

With the approval of the Board, appoint/fix the number of such officials and employees as maybe necessary for the proper discharge of its functions and responsibilities and remove, suspend and otherwise discipline, for just cause, any subordinate personnel thereof.

Take over-all supervision of the PCA Regional Offices on field extension and agricultural development programs/projects and activities including oversight implementation of the same.

Submit to the President, thru the Board, within thirty days after the close of each Fiscal Year an annual report of operation and accomplishment during the period.

CORPORATE PLANNING OFFICE

Provide recommendations in determining medium and long term corporate objectives.

Prepare the Authority's corporate plan and formulate strategies taking into consideration corporate response to national development goals and objectives of the agency.

Design master plan and contingency plan in implementing strategic alternatives and undertake policy formulation and review.

Formulate and maintain an integrated information system for the PCA and monitor, evaluate, prepare and submit periodic report on status of implementation of Agency's plans and programs for information and decision making of top management, other government agencies and private organization.

Develop the agency's databases.



ASSESSMENT AND MONITORING OFFICE

Assess and collect PCA fees as mandated under PD No. 1468 as amended by PD 1854.

Process, assess, monitor, evaluate, verify and reconcile PCA fee payments against reports submitted by companies, export data gathered from the Bureau of Customs and reports submitted by PCA Regional Offices on purchases/receipts, domestic and export sales, production and inventory of copra, husked nuts or their equivalent and other coconut products subject to PCA fee assessment.

Evaluate and reconcile intercompany transactions regarding receipts/sales of company against suppliers/buyers' report of crude coconut oil, to determine unpaid PCA fees.

Conduct research and investigation of companies with overdue accounts and unsubmitted reports and recommend legal action thereof.

Prepare and issue certification on status of compliance of companies on the PCA fee and on the submission of reports needed for registration.

LEGAL AFFAIRS OFFICE

Provide legal services for the protection of corporate rights, interest and property of the agency.

Appear before the courts and other quasi-judicial bodies in the prosecution and/ or defense of all cases involving the agency.

Conduct evaluation and investigation of complaints for violation of RA 8048, PD 1468 and PO 1854.

File criminal cases and prosecute violators of RA 8048 and civil cases for collection related matters and prosecute violators of different PCA rules and regulations i.e. non payment of PCA fees, non registration with PCA, etc.

Conduct fact-finding investigations and formal investigations of administrative cases and coordinate with appropriate agencies in the prosecution of criminal cases.

Undertake research work on laws, rules and regulations affecting the operation of the agency; formulate and recommend the enactment of laws, executive orders, circulars and memoranda to carry out the same.

Formulate, monitor and evaluate the enforcement activities of the agency and recommend improvement to management.

Render legal advice on all matters regarding project implementation and systems operation activities of the agency.

Review all contracts, agreements and other legal instruments that may be entered into by the agency with private entities and other government instrumentalities for legal validity.

Prepare legal documents, provide assistance to other needs of clients (affidavits, acknowledgements, clearances, certifications, memoranda of agreement, service contracts, etc.) and review MOAs/contracts referred to it.



**OFFICE OF THE DEPUTY ADMINISTRATOR FOR
ADMINISTRATIVE AND FINANCE**

Plan, organize, direct and control the financial activities of the agency to achieve optimum allocation and utilization of its resources and increase corporate income.

Plan, organize, direct and control the administrative services of the agency.

Supervise and control the administrative and financial management activities of the agency

Review and evaluate plans, proposals, programs and activities of the various departments and see to it that they adhere to policies and standards.

Exercise functional supervision over all field offices on matters within his mandated responsibilities.

FINANCE DEPARTMENT

Conduct assessment of financial operations of the PCA to effect better financial management.

Processing of all claims including loan applications, payment/receipt of collection, recording and maintenance of books of accounts for all financial transactions, and the preparation and analysis of individual and consolidated financial statements.

Establish and maintain a sound accounting system and financial controls consistent with the needs of management and the usual accounting and auditing laws, rules and regulations.

Develop plans and programs for a more effective and efficient management of funds.

Manage and safeguard the financial resources of the agency.

Prepare, consolidate and control the annual Corporate Operating Budget and monitor implementation thereof.

ACCOUNTING DIVISION

Develop, recommend and implement a sound accounting system, and standard operating procedures and guidelines affecting management, availability and utilization of funds, corporate or otherwise.

Oversee and evaluate the performance of the responsibility centers under the division relative to their functions and responsibilities.

Maintain good coordination with other government agencies like the Department of Agriculture (DA) Commission on Audit (COA), Department of Budget and Management (DBM), Bureau of the Treasury (BTr) and other PCA's departments/divisions/regional offices/projects management office, concerned with financial management of COB and projects under the trust liability accounts.

Direct the efficient processing of all claims and agency claims/ bills to debtors.



Prepare and submit timely and accurate financial statements, project financial reports and other accounting reports to management and concerned government agencies.

Exercise administrative control and supervision on overall operations of the Accounting Division including enforcement of the agency's policies with respect to work assignment, employee performance, training, promotion, attendance, discipline and other personnel and administrative matters.

BUDGET DIVISION

Develop, improve and implement budgetary methods, procedures and guidelines.

Prepare Corporate Operating Budget for submission to the DBM and other budgetary reports for management information and as required by other agencies.

Evaluate and review proposed budget of the different departments and regional offices of the agency for submission of the budget proposal for program and projects covering a certain budget year to the DBM through the DA.

Assist the agency during budget hearings, deliberation in coordination with other agencies.

Control funds/ identify the charging of funds and issue and control sub-allotment advice by responsibility areas.

Prepare statement of allotment and Notice of Cash Allocation (NCA) received from DBM and prepare request for the release of NCA, Special Allotment Release Order (SARO) for submission to the DBM covering the Authority's national government subsidy and/ or funds under the Special Account in the General Fund.

Process vouchers, payrolls, purchase requests, contracts and prepare allotment advice.

Maintain close coordination with other departments in accomplishing DBM forms.

Monitor corporate financial performance and report on variances to plans and forecasts.

Administer and coordinate corporate-wide financial planning process and support systems.

COLLECTION AND DISBURSEMENT DIVISION

Develop plans and programs for a more effective and efficient management of funds of the agency.

Undertake the payment of obligations and the receipt and deposit of the different collections in the Central Office.

Undertake investment of funds and maintain and safeguard investment records in the Central Office.

Prepare disbursement, collection and related reports of Central Office for submission to Accounting Division and agencies authorized to receive such reports.

Maintain records of disbursements and collections together with the supporting documents of Central Office.



Monitor the cash position of PCA and prepare reports for management use.

Handle the procurement of checks and Official Receipts for use of Central Office.

Process Application of Bond of Accountable Officers in the Central Office.

ADMINISTRATIVE AND GENERAL SERVICES DEPARTMENT

Formulate/ update plans, programs, policies, guidelines and procedures pertaining to personnel management and development programs, procurement and property management, building and facilities maintenance, and records management, monitor their implementation.

Develop/administer/implement plans and programs on merit selection, motivation and utilization awards and incentives, performance evaluation, employee relations, position classification and pay plans, employee benefits and welfare program.

Formulate, recommend and implement policies and guidelines on record management program.

Administer the performance appraisal system and develop measure for improvement.

Plan, develop and integrate a comprehensive human resource development program.

Maintain liaison with the CSC, DBM, GSIS, DA and other government and private agencies.

Undertake the procurement of supplies, materials, equipment spare parts and contract service for Central Office; support procurement requirement of field offices.

Undertake the receipt, storage, insurance, inventory and disposal of property.

Undertake the operation and maintenance of building and facilities at Central Office.

Responsible for the overall general security of the agency and coordinate with appropriate bodies involved in providing security and intelligence services.

GENERAL SERVICES DIVISION

Formulate and update plans, programs, policies, guidelines and procedures pertaining to building and facilities maintenance and monitor implementation.

Operate and maintain electro-mechanical facilities, electronics communication facilities, radio communication facilities and audio-visual equipment.

Maintain cleanliness/sanitation/beautification/functionality of facility.

Operate and maintain equipment pool and repair shop at the Central Office.



HUMAN RESOURCE DIVISION

Plan and develop short and medium-range programs on human resource management and development.

Implement approved plans and programs on merit selection, employee motivation and utilization, career development, employee relations .

Implement the position classification and pay plans of the agency, assist/recommend solutions towards the formulation of specification and qualification requirements for new position or in the revision of such plans and programs.

Administer the performance appraisal system of the agency and draw up strategies or measures for its continuing monitoring/update.

Implement the benefits and welfare program of the agency.

Plan, develop and administer the training and manpower development program of the agency.

Maintain liaison with the CSC, DBM, GSIS, DA and other government and private agencies.

Establish and maintain a computer-based Human Resources Information System.

Conduct personnel inspection and audit.

Formulate and update plans, programs, policies, guidelines and procedures for a system-wide records management program and monitor their implementation; maintain uniform system for the agency.

Undertake receipt, filing and release of correspondences, document, checks and other issuances.

PROPERTY DIVISION

Formulate/ update plans, programs, policies, guidelines and procedures pertaining to procurement and property management and monitor implementation.

Undertake the procurement of supplies, materials, equipment, spare parts and contract services for Central Office; support procurement requirements of field offices.

Attend to all matters pertaining to implementation requirements for the procurement of supplies, materials and equipment.

Undertake the receipt storage, issuance, inventory and disposal of property.

Assist and provide administrative support to Bids and Awards Committee (BAC)

Develop and implement training/seminar to enhance staff capability.

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OFFICE OF THE DEPUTY ADMINISTRATOR FOR OPERATIONS

Plan, coordinate, direct and control the overall coconut and other palm oil industry development program of **the** agency.

Formulate plans and programs for the formation, development and strengthening of coconut farmers organization.

Formulate and recommend guidelines, standards and criteria for the implementation of coconut industry development programs and ensure the successful delivery and monitoring of programs through the provision of efficient, quality and cost effective agricultural development services

Supervise and coordinate the overall implementation of field trade regulatory functions including oversight implementation of the same.

Manage and supervise the development of plans and programs in areas of market research and promotions, trade relations, investment promotions, monitoring of and field oversight implementation of trading rules and regulations, Sanitary and Phyto Sanitary requirements, Good Managing Practices and Hazard Analysis and Critical Control Point measures aimed at expanding the domestic and export markets and maintaining the country as a reliable supplier of coconut and oil palm products.

TRADE AND MARKET DEVELOPMENT DEPARTMENT

Plan, coordinate, direct and control the overall trade and market development program of the agency.

Plan, organize, direct and control all activities pertinent to trading, marketing exportation and quality standards of coconut and oil palm products and by-products.

Formulate and recommend guidelines, standards and criteria for the efficient and effective implementation and enforcement of trade and market activities of the agency.

MARKET RESEARCH AND PROMOTIONS DIVISION

Formulate, develop and implement plans and programs in areas of market research and promotions and investments aimed at expanding the domestic and export of coconut and oil palm product.

Prepare and implement development plans and programs for traditional and non-traditional coconut products and markets.

Conduct research and continuing analysis of global market situation of coconut and competing products as well as political and economic issues affecting the marketing coconut products

Conducts research on existing and potential markets for coconut products and analyze market prospects of new and emerging products.

Undertake trade promotions through participation in trade missions, local and international trade fairs and exhibits and encourage the active participation of private sectors in promotional endeavors.



Conduct business opportunities and marketing seminars and prepare and disseminate product profiles and promotion kits.

Provide prospective foreign investors with the current market developments and advise on market prospects of coconut products and also market-match foreign investors with local entrepreneurs.

TRADE INFORMATION AND RELATIONS DIVISION

Establish and maintain data bank of all primary and international trade/market data.

Analyze data gathered and provide interpretation of impact on trading of coconut oil and other competing oils for use of the management.

Develop institutional linkages with domestic/foreign sources of data/ information and strengthen liaison activities with government/private entities.

Undertake market intelligence to profile prices, volume of transactions, inventories of local plants and in international shipping terminals.

Serve as PCA's Consumer Action Center and industry liaison center to relate with stakeholders.

Assist and provide forum for resolution of domestic and international trade/market related issues and conflicts

Coordinate/monitor/facilitate the oversight functions of devolved rules and regulations on domestic trading, marketing and exporting of coconut and oil palm products and by-products.

OPERATIONS DEPARTMENT

Provide assistance in the preparation, planning and implementation of agricultural development program and projects geared towards the national coconut/ oil palm industry.

Supervise the effective implementation and monitoring of productivity programs/projects and in the supervising and monitoring of said program and projects.

Facilitate and strengthen coconut farmers and farmer's organizational development and welfare.

Formulate policies, strategies, guidelines and manual of procedures for coconut farmers to effectively participate in the implementation of coconut development programs/projects.

Develop, review and update policy directions and guidelines on coconut development program and gather feedback for any enhancement needed.



FIELD OPERATIONS DIVISION

Plan and coordinate the field implementation of coconut agro-based development programs/ projects.

Conduct evaluation of the field implementation of said development programs/ projects.

Formulate policies, procedural strategies, guidelines and systems to improve the implementation and the attainment of objectives.

Provide technical assistance in the effective field implementation of programs/projects.

OIL PALM AND OTHER SPECIAL CONCERNS AND PROJECT DIVISION

Plan and coordinate the implementation of special concerns and projects, among others, RA 8048, Palm Oil Development, Agro-Forest Reserve Development, regional initiative program.

Evaluate the field implementation of special concerns and projects.

Provide technical support services in the effective implementation of special concerns and projects.

Formulate/ recommend policies, guidelines and systems to improve the implementation of special concerns and projects.

FARMERS' WELFARE AND INSTITUTIONAL DEVELOPMENT DIVISION

Formulate, develop and recommend policies, guidelines and procedures of implementation on socio-economic development programs and projects for the coconut farmers.

Monitor the growth and nurture the development of said small coconut farmers.

Prepare the documentation of the small coconut farmers development on its evolution, membership, organizational status, livelihood projects, impact in the community, credit assistance availment, for the use of management.

Provide assistance or linkages among small coconut farmers organizations, government agencies, non-governmental organizations to pave way towards socialized credit, market opportunities, financing and investment in coconut communities.

Coordinate and evaluate the implementation of various coconut farmers' socio-economic infrastructure programs and projects.



**OFFICE OF THE DEPUTY ADMINISTRATOR FOR
RESEARCH AND DEVELOPMENT**

Plan, organize, direct and control the research and development activities of the Agency.

Formulate and recommend guidelines, standards and criteria for the implementation of the various research activities and development programs designed to generate new knowledge and technologies to increase farms productivity and income.

Supervise and control the research activities in the Research Centers and the services in the Laboratory Division.

Perform coordination activities with science and technology agencies and communities towards research capability building and technology transfer.

Direct effective implementation of local and foreign assisted research projects.

LABORATORY SERVICES DIVISION

Provide laboratory services for research, extension, and farming needs of the industry.

Conduct analysis of product samples and inspection of plant facilities and related activities.

Prepare recommendation based on the results of laboratory analysis.

Provide specific technical support to various programs and projects and quality control standards for coconut products/ by-products and other products.

**OFFICE OF THE DEPARTMENT MANAGER,
ALBAY RESEARCH CENTER**

Plan, organize, direct and control the different research and related activities in the Albay Research Center.

Formulate and develop new food uses of coconut, improve existing products, processes and packaging system.

Formulate and develop breeding techniques through biotechnology.

Supervise and monitor the effective implementation of the research and related activities in the Center

FOOD PRODUCT DEVELOPMENT DIVISION

Develop new food uses, improve existing products, processes and packaging systems geared towards enhancing the health and nutritional properties of coconut.

Establish pilot processing plant to improve/ optimize efficiencies.

Formulate and develop coconut processing technologies , evaluate and recommend for piloting and commercialization.

Provide technical assistance/training on coconut processing technologies.

Undertake joint or contract research with private sector to optimize profitability, improve quality and utilization of by-products

Initiate strategic planning, packaging and implementation of coconut food products programs and projects.

Provide technical services and advisories to different sectors on the coconut food products.

BIOTECHNOLOGY DIVISION

Conduct molecular characterization of coconut pests and diseases and their biological control agent.

Develop appropriate breeding technologies with the application of biotechnology.

Develop, propagate, utilize and promote coconut genetic resources for the benefits of stakeholders with the use of biotechnology tools and process.

Develop reliable tissue culture protocol for commercialization propagation of elite coconut planting materials

OFFICE OF THE DEPARTMENT MANAGER. DAVAO RESEARCH CENTER

Plan, organize, direct and control the different research and related activities in the Davao Research Center.

Formulate and develop improved cultural management practice through soil analysis, foliar diagnosis, climatic considerations and field fertilizers trial.

Formulate and develop practical, effective and safe control measures against pests and diseases of coconut following the integrated pest management.

Supervise and monitor the effective implementation of the research and related activities in the Center.

AGRONOMY SOILS AND FARMING SYSTEM DIVISION

Formulate and develop sound and comprehensive farm advisory based on results of yield limiting factors using agronomic and foliar diagnosis, climatic consideration and field fertilizer trials.

Conduct basic and applied research on mineral nutrition, cultural management practices and different coconut-based farming systems and associated ecosystem.

Conduct production economics and generated technologies.

Develop capability building and implement training of technical and support staff.



INTEGRATED CROP PROTECTION DIVISION

Formulate and develop practical, effective and safe control measures against pests and diseases of coconut following integrated pest management.

Conduct basic and applied research on the biology and epidemiology of coconut pests.

Undertake study on the cause, origin or etiology of diseases to determine the effective and acceptable control methods, including resistance screening for identification of disease resistant planting materials.

Develop capability building and implement training of technical and support staff.

OFFICE OF THE DEPARTMENT MANAGER, ZAMBOANGA RESEARCH CENTER

Plan, organize, direct and control the different research and related activities in the Zamboanga Research Center.

Develop economically promising coconut varieties through identification of commercial varieties and establishment/ maintenance of genetic blocks of local and foreign population and appropriate breeding technique.

Conduct research for the development of new non-food coconut products and utilization of coconut into high-value coconut products including farm wastes/ residues.

Supervise and monitor the effective implementation of the research and related activities in the Center.

PLANT GENETIC RESOURCES CONSERVATION AND UTILIZATION DIVISION

Conduct research on the botanical and genetic aspects of coconut improvement including the identification of economically promising population and the development of coconut hybrid for commercial utilization.

Establish and maintain genetic blocks consisting of local and foreign population for coconut improvement studies.

Undertake continuing research/study for the conservation of plant genetic resources and its utilization for the benefit of the coconut industry.

NON-FOOD PRODUCT DEVELOPMENT DIVISION

Conduct basic, applied and market oriented researches on coconut-based bio-fuel/ bio-energy, biomass, coir processing and machineries development, composites, furniture, handicrafts and other high value non-food products.

Conduct manpower training to strengthen capability in R & D.

Provide technical assistance to coconut farmers, entrepreneurs and private sectors.



REGIONAL OFFICE

Promote, coordinate and harmonize all activities in the coconut sub-sector at the regional level as well as provincial levels.

Promote concerted efforts to develop the local coconut industry.

PROVINCIAL OFFICE

Implement the various programs and projects of the Authority with efficiency and effectiveness.

Support measures to increase production and farm productivity.

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