OFFICE OF THE PROVINCIAL PLANNING AND DEVELOPMENT COORDINATOR
ORGANIZATIONAL STRUCTURE

PROVINCIAL GOVERNMENT DEPARTMENT HEAD
Provincial Planning and Development Coordinator  SG 26

ADMINISTRATIVE SUPPORT SERVICES
Administrative Officer I  SG 10
Administrative Aide IV (Clerk II)  SG 4
Administrative Aide IV (Driver II)  SG 4
Administrative Aide I (Utility Worker I)  SG 1

PLANS AND PROGRAMS DIVISION
Planning Officer IV  SG 22

PLANS SECTION
Planning Officer II  SG 15
Planning Officer I  SG 11
Planning Officer I  SG 11

PROGRAMS AND TECHNICAL ASSISTANCE SECTION
Project Development Officer II  SG 15
Project Development Officer I  SG 11

SPECIAL PROJECTS DIVISION

PROJECT DEVELOPMENT AND OPERATIONS
Project Development Officer II  SG 15
Project Development Officer I  SG 11

MONITORING AND EVALUATION DIVISION
Planning Officer IV  SG 22

RESEARCH AND STATISTICS SECTION
Planning Officer II  SG 15
Planning Officer I  SG 11
Statistician I  SG 11

MONITORING AND EVALUATION SECTION
Project Evaluation Officer I  SG 11
OFFICE OF THE PROVINCIAL PLANNING AND DEVELOPMENT COORDINATOR
FUNCTIONAL CHART

PROVINCIAL GOVERNMENT DEPARTMENT HEAD SG 26
Provincial Planning and Development Coordinator

- Take charge of the Planning and Development Office;
- Formulate integrated economic, social, physical, and other development plans and policies for consideration of the local government development council;
- Conduct continuing studies, researchers, and training programs necessary to evolve plans and programs for implementation;
- Integrate and coordinate all sectoral plans and studies undertaken by the different functional groups or agencies;
- Monitor and evaluate the implementation of the different development programs, projects, and activities in the local government unit concerned in accordance with the approved development plan;
- Prepare comprehensive plans and other development planning documents for the consideration of the local development council;
- Analyze the income and expenditure patterns, and formulate and recommend fiscal plans and policies for consideration of the finance committee of the local government unit concerned;
- Promote people participation in development planning within the local government unit concerned; and
- Exercise supervision and control over the secretariat of the local development council and exercise such powers and perform such other functions and duties as may be prescribed by law or ordinance.

PLANS AND PROGRAMS DIVISION
This division is tasked to prepare development plans, other planning documents and investments programs. It integrates all sectorial plans & studies done by different agencies/groups and acts as secretariat of the PDC. It likewise coordinates regular PLGU programs lodged at the PPDO and provides planning technical assistance.

PROGRAMS AND TECHNICAL ASSISTANCE SECTION
This section coordinates regular PLGU programs lodged at the PPDO, reviews land use plans of MLGUs and provides technical assistance on development planning.

PLANS SECTION
This section prepares development plans, other planning documents and investments programs and assesses/monitors plan implementation. It also acts as secretariat of the PDC.

SPECIAL PROJECTS DIVISION
This Division is tasked to plan, coordinate and manage special programs, projects and activities of the office. It also packages project proposals and feasibility studies for funding purposes. It likewise assists the other 2 Divisions in doing special roles related to office functions and mandates.

PROJECT DEVELOPMENT AND OPERATIONS
This section is tasked to prepare feasibility studies and project proposals. It likewise plans and implements special activities lodged at the office and assists the other 2 divisions in doing special roles related to office mandates.

RESEARCH AND STATISTICS SECTION
This section is in charge of conducting researches, studies and training programs necessary in planning and in the implementation of development programs. It also does date establishment and management including GIS.

ADMINISTRATIVE SUPPORT SERVICES
- Maintain the official records, documents of the office;
- Assist the various divisions/sections in the administrative functions including secretarial, clerical, transportation and janitorial services;
- Prepare and review payrolls and vouchers and all other administrative concerns/documents for the office and its staff;
- Coordinate with the Provincial Administrator and other offices relative to personnel concerns, budgets, reports & implements CSC laws, rules and regulations, and agency/office rules and regulations; and
- Supervise and monitor the management of supplies such as procurement, consumption and inventory.

MONITORING & EVALUATION DIVISION
This Division is tasked to monitor and evaluate programs and projects of the PLGU and conducts researches, studies and training programs for planning and project implementation. It also maintains data bank for the province.

MONITORING AND EVALUATION SECTION
This section is in charge of doing projects monitoring and evaluation of programs and projects implemented.

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