Republic of the Philippines

**DEPARTMENT OF AGRICULTURE**

Regional Field Office 6, Iloilo City

**Office of the Project Director**

PRDP Project Support Office (PSO) for Visayas

Tel. Nos.: (033)330-1722; (033)337-3549; Fax: (033) 336-4221

Email: [psovisayas@gmail.com](mailto:psovisayas@gmail.com)

**TERMS OF REFERENCE (TOR)**

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**GIS DATA OFFICER**

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**OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED**

The main objective of the Geomapping and Governance Unit (GGU) is to contribute to greater transparency and accountability for stakeholders. Using the latest ICT innovations available such as the freely available open source Geo-tagging, GIS and other complementing online technologies, the Unit aims to make information regarding the projects being proposed and implemented publicly available and accessible.

**JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:**

1. Creates maps and graphs, using GIS software and related equipment.
2. Review Statement of Work Accomplished versus submitted geotag photos.
3. Meets with users to define data needs, project requirements, required outputs, or to develop applications
4. Conducts research to locate and obtain existing databases.
5. Gathers, analyzes, and integrates spatial data from staff and determine how best the information can be displayed using GIS.
6. Compiles geographic data from a variety of sources including censuses, field observation, satellite imagery, aerial photographs, and existing maps.
7. Analyzes spatial data for geographic statistics to incorporate into documents and reports.
8. Designs and updates database, applying additional knowledge of spatial feature representations.
9. Analyzes geographic relationships among varying types of data.
10. Prepares metadata and other documentation.
11. Operates and maintains GIS system hardware, software, plotter, digitizer, color printer, and video camera.
12. Moves, copies, deletes, and adds files, drawings, and maps to output reports in hard copy or electronic transfer
13. Presents information to users and answer questions.
14. Retrieves stored maps.
15. Maintains and comply with company established internal controls.
16. Performs other tasks which may be assigned by the Unit Head, or Deputy Project Director, Project Director.

**REQUIRED QUALIFICATION**

1. **Education**

A graduate of any related course with extensive professional experience as an advance GIS user both knowledgeable to QGIS and manifold/ArcGIS software.

1. **Job Experience/Skills and Knowledge**
2. Must have a high degree of computer literacy; strong proficiency in GIS software such as QGIS, ArcGIS or Manifold, moderate to strong proficiency in MS Windows is preferable.
3. Minimum three (3) years of experience with the use, manipulation and processing of various GIS techniques.
4. Candidate must be familiar with databases for storing data, running queries, and creating reports.
5. Experience developing web-based GIS maps on the internet.
6. Exceptional written and verbal communication, presentation, and interpersonal skills
7. Superior initiative and the ability to work independently as well as in a team environment
8. Ability to explain complex concepts and tasks in understandable terms
9. Ability to develop productive relationships with customers, colleagues, and management

**Official Work Station: RPCO 6, Iloilo City**

**Recommending Approval**

**MANUEL O. OLANDAY**

**RPCO 6 Deputy Project Director/**

**OIC Regional Technical Director**

**APPROVED:**

**REMELYN R. RECOTER, MNSA, CESO III**

**PSO Visayas Project Director/**

**Acting Regional Executive**