



Republic of the Philippines
Department of Agriculture
Philippine Rural Development Program (PRDP)
Luzon B Program Support Office (PSO)
Office of the Deputy Program Director

TERMS OF REFERENCE
COMPLIANCE OFFICER

A. Objective and Scope of the Services to be Provided

The Compliance Officer will be engaged to oversee the full compliance of the Program, Management & Employees with the rules and regulations of regulatory agencies and that company policies are being followed.

B. Job Description

Reporting directly to the PSO Luzon B Director, the Compliance Officer will serve as a channel of communication to receive and direct compliance issues to appropriate resources for investigation and resolution and as a final internal resource with which concerned parties may communicate after other formal channels and resources have been exhausted.

C. Duties and Responsibilities

1. Develops initiates, maintains and revises policies and procedures for the general operation of the Program and its related activities to prevent illegal, unethical or improper conduct.
2. Reviews all internal & external communication and legal documents (e.g. MOA, IMA, program contracts, etc.) of the Luzon B PSO.
3. Develops and periodically reviews and updates standards of conduct to ensure continuing currency and relevance in providing guidance to management employees.
4. Collaborates with other component and units to direct compliance issues to appropriate existing channels for investigation and resolution and shall consult with DA-Legal Office as needed to resolve difficult legal compliance issues.
5. Respond to alleged violations of rules, regulation policies, procedures and standards of conduct by evaluating or recommending the initiation of investigative procedures.
6. Develops and oversee a system for uniform handling of such violations.
7. Act as an independent review and evaluation body to ensure that compliance issues/concerns within the Program are being appropriately evaluated, investigated and resolved.

8. Ensure proper reporting of violations or potential violations to duly authorized enforcement agencies as appropriate and/or required.

D. Required Outputs and Deliverables

1. Developed and maintained policies and procedures of the general operations of the Program and its related activities.
2. Reviewed Luzon B internal and external communication and legal documents (e.g. MOA, IMA, Program contracts, etc.).
3. Developed Code of Conduct of management and employee and periodic review of such.
4. Developed a process in resolving difficult legal compliance issues.
5. Developed a system for uniform handling of violations of Program and Management policies, procedures and standards of conduct.
6. Evaluated and reviewed compliance issues and concerns within the Program.
7. Developed a database of violations and actions taken.

E. Required Qualifications

1. Ability to monitor compliance.
2. Ability to be discrete and ensure that confidential information remains confidential.
3. Strong interpersonal communication skills.
4. Efficient writing skills in compliance monitoring and associated outputs.
5. Familiarity with national and international laws and treaties relevant to forestry, fishery and agriculture.

F. Education Requirements

1. Bachelor's degree in any governance and/or legal related courses.

Application letter with attached comprehensive CV and 2x2 picture, all in printed copy or email should be send to prdpluzonb@gmail.com and directed to:



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Noted by:



ARNEL V. DE MESA

National Deputy Project Director, PRDP
Project