



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Regional Field Office 6, Iloilo City  
**Office of the Deputy Project Director**  
Regional Project Coordinating Office VI  
Tel. Nos.: (033)320-1012  
Email: [rpco6@yahoo.com](mailto:rpco6@yahoo.com)

## **TERMS OF REFERENCE (TOR)**

**For**

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### **Project Development Associate (Budget)**

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

The PRDP would like to invite the services of individual for the position of **Project Development Associate (Budget)** for **RPCO 6**. The individual to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP RPCO 6.

#### **JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:**

1. Assist the Budget Specialist in the processing of Obligation Requests chargeable against PRDP funds;
2. Assist the Budget Specialist in the posting of Purchase Request and obligations in the Registry of Allotment, Obligations and Disbursements for MOOE, FE and CO for each transaction of PRDP;
3. Assist the Budget Specialist in the posting disbursements in the Registry of Allotment, Obligations and Disbursements for MOOE, FE and CO and Obligation Request Slip for each transaction of PRDP;
4. Update daily balances of MOOE, FE and CO of PRDP;
5. Assist the Budget Specialist in the preparation of weekly, monthly and annual Status of Fund Report and other related reports of the RPCO 6;
6. Coordinate/follow -up with accounting all PRDP all unpaid vouchers;
7. Together with the Budget Specialist, assists and coordinate with the Finance Unit in the preparation of budget proposals and annual physical and financial plan of RPCO 6;
8. Together with the Budget Specialist coordinates with the procurement unit and assists in the preparation of the Project Procurement Management Plan;

9. Assists and coordinate with the Finance Unit in the preparation and consolidation of RPCO 6 Monthly Disbursement Program for the Loan Proceeds and GOP Counterpart;
10. Assist in the preparation of finance presentation materials during meeting and trainings;
11. Assist in the preparation Certificate of Availability of Funds;

## **REQUIRED QUALIFICATION**

### **A. Education/Skills and Experience**

1. Must have a degree in public administration, business administration, organizational development, public finance management or related fields;
2. A Certified Public Accountant is an advantage;
3. He/she must have knowledge of the budget processes and procedures of the Government of the Philippines. Experience in the WB- assisted projects is an advantage;
4. He/she must have at least 3 years' work experience as Budget Analyst or related fields in accounting and/or finance;
5. Willing to render overtime services if necessary; and
6. Can work independently with less supervision.

### **Recommending Approval**

**MANUEL O. OLANDAY**  
**RPCO 6 Deputy Project Director/  
OIC Regional Technical Director**

**APPROVED:**

**REMELYN R. RECOTER**  
**PSO Visayas Project Director/  
Regional Executive Director**