



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Regional Field Office No. 8, Tacloban City  
Office of the Project Director  
**Philippine Rural Development Project**  
**Regional Project Coordination Office No. 8 (RPCO8)**  
Tel. Nos. (053) 325-7242; (053) 325-9618; (053) 325-9883  
Email: [prdp.rpco8@gmail.com](mailto:prdp.rpco8@gmail.com)

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## **TERMS OF REFERENCE**

**JOB TITLE** : **COMPLIANCE OFFICER**

**OFFICIAL STATION** : Regional Project Coordination Office 8  
(RPCO 8), Department of Agriculture, RFO  
8, Tacloban City

**JOB TYPE** : Individual Consultant - Contractual

**JOB DURATION** : Three (3) months effective upon receipt of the  
Notice to Proceed (NTP)

**MONTHLY SALARY** : Php 54,000.00

### **OBJECTIVE and SCOPE OF THE SERVICES TO BE PROVIDED:**

The Compliance Officer will be engaged to assist the Project management in ensuring the full observance of the management and implementation, operations and personnel administration as a whole, with the regulatory rules and regulations, policies and guidelines set forth in the Project Operations Manual.

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

#### **A. Job Description**

Reporting directly to the Project Director, the Compliance Officer will serve as a channel of communication from the Deputy Project Director and the different components and units to receive and direct issues and concerns related to compliance to standard operations, policies and regulations to the Project Director and/or Deputy Project Director and coordinates with concerned components/units for necessary action and resolution.

#### **B. Duties and Responsibilities**

1. Provides the necessary technical and legal assistance in the review and evaluation of various Contracts, Memoranda of Agreement (MOA) and Implementation Management Agreement (IMA) of subprojects under the Philippine Rural Development Project;
2. Reviews contracts, agreements and other legal documents for approval of the Project Director and Deputy Project Director;
3. Advises and guides the OPD on all matters of legal and constitutional nature;
4. Provides substantive legal advice on staff conditions of service, privileges and immunities, staff rules and regulations;
5. Provides legal opinions and performs extensive legal research and analysis on legal issues for the office;
6. Develops and maintains an organized system in channeling communications to and from the different components and units for effective general operation of the Project and its related activities following set guidelines and policies to prevent illegal, unethical and improper conduct;
7. Collaborates with other components and units for periodic updates and review of set of standards to ensure continuing relevance in channeling of information and communication that provides guidance for efficient execution and implementation of program activities;



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8. Monitors, reviews and evaluates, as necessary, compliance actions to issues and concerns related to operations, policies and procedures that arise within the Project to ensure that these are appropriately evaluated, investigated and resolved by concerned party.
9. Coordinates with components and units in producing project documentations and/or reports and ensures that proper reporting of project progress, implementation issues and concerns and other forms of documentations related to the project are observed and updated.
10. Prepares and reviews system's manual, briefing kits, briefers, presentation materials and other documentations as directed by supervisor.
11. Establishes proper recording, filing and archiving of all project documentations and reports created and reviewed.

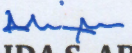

**C. Competencies and Skills**

1. Ability to monitor compliance to Project Operations Manual, policies and guidelines of the project;
2. Capable in the review, monitoring and evaluation of issues and concerns related to compliance;
3. Ability to be discrete and able to keep confidential information;
4. Strong interpersonal communication skills;
5. Demonstrates the principle of completed staff work;
6. Have strong writing and editing skills;
7. Able to work efficiently on documents and tasks while maintaining quality of work even under pressure and tight deadlines.

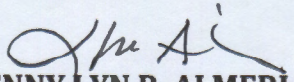
**D. Educational Requirements**

1. Bachelor's degree in governance and/or legal courses or any related 4-year degree course;
2. Has adequate experience, preferably at least two (2) years of professional work experience, in the field of compliance review and monitoring to operations, policies and governance.
3. Familiar with relevant policies, guidelines and mandates related to agriculture, fisheries and forestry in the Philippines.
4. Preferably knowledgeable on policies and guidelines in implementing development works related to agriculture of foreign-assisted projects, particularly World Bank.

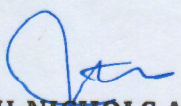
Prepared by:

  
**ZENAIDA S. ABUNALES**  
I-SUPPORT Component Head  
PRDP-RPCO 8 

Recommending Approval:

  
**JENNY LYN R. ALMERIA, Ph.D.**  
Deputy Project Director 3/14/17  
PRDP-RPCO 8

Approved by:

  
**U-NICHOLS A. MANALO**  
OIC, Regional Executive Director  
and Project Director, PRDP-RPCO 8