



Department of Agriculture

**PHILIPPINE RURAL  
DEVELOPMENT PROJECT  
Mindanao Project Support Office**

**NOTICE OF HIRING  
PROJECT DEVELOPMENT ASSOCIATE (PDA)  
PROCUREMENT UNIT**

The Philippine Rural Development Program is currently looking for applicants to fill-up the opened position of (ONE) PROJECT DEVELOPMENT ASSOCIATE (PDA) under the PROCUREMENT UNIT.

This post will be based at the Project Support Office at Alvarez Bldg., Angliongto Sr. Ave., Davao City and his/her service is expected to commence on **JULY 01, 2017**.

**Terms of Reference**

<b>Job Title</b>	:	PROJECT DEVELOPMENT ASSOCIATE (PDA)- PROCUREMENT
<b>Official Station</b>	:	Project Support Office (PSO) Mindanao
<b>Reporting Responsibilities</b>	:	He/She shall report directly to the Procurement Unit Head
<b>Job Type</b>	:	CONTRACT OF SERVICE
<b>Monthly Salary</b>	:	Php 36,000.00
<b>Job Description</b>	:	The Project Development Associate (PDA) – Procurement shall provide his/her expertise in undertaking various Procurement under PRDP-PSO including but not limited to Procurement of Goods (Capital Outlay and Semi-expendable goods).

- Shall act as full-time BAC Secretariat which shall oversee the preparation and/or revision of the Annual Procurement Plan (APP);
- Shall manage and provide assistance to all Components/Units in the preparation of the Project Procurement Management Plan (PPMP);
- Shall establish and maintain proper documents archive of procurement-related documents;
- Shall be in-charge of all documentation processes every BAC opening of bids and special meetings which includes taking of the Minutes of the Meeting and other forms of documentation;
- Shall monitor all procurement activities of the office and maintain up-to-date status of all procurement activities;
- Shall ensure correctness and completeness of procurement documents (PPMP, Purchase Request, Summary of Quotation, Purchase Orders, Letter Order, Job Orders, etc.)
- Shall manage and undertake all PhilGEPS postings and advertisements;
- Occasionally assist and liaise documents to and from DA Regional Office XI; and,
- Perform other related functions as may be assigned by the DA PSO Procurement Unit Head.

**Expected Outputs:**

The DA-PRDP PSO Mindanao Procurement PDA is expected to generate the following output:

- Annual Procurement Plan (Planned vs. Actual);
- Proper PhilGEPS posting and keeps the records of PhilGEPS Receipts;
- Maintain proper recording system or database;
- Deliver targeted outputs in support to the Project Components' Procurement Requirements.

**Qualifications:**

- Graduate of any four (4)- year course;
- At least one (1) year experience in Procurement of Goods;
- Preferably with Training on RA 9184 and its IRR;
- Computer Literate (Knowledgeable and Proficient in Microsoft Applications);
- Skilled on File Management and Organization;
- Team Player; and,
- Works with Initiative and Less Supervision.

**Reporting Responsibilities:**

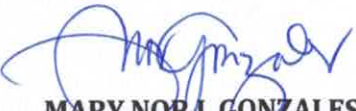
The PDA-Procurement will be directly reporting to the DA-PRDP PSO-Mindanao Procurement Unit Head.

Only applications received on or before June 05, 2017 at 9:00 AM will be evaluated.

Please submit Letter of intent, Comprehensive CV, Relevant certificates and credentials to the address below or email to [prdp.psomin@gmail.com](mailto:prdp.psomin@gmail.com). Kindly indicate the position you are applying for as the subject.

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