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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**Project Development Associate (PDA) for GGU**

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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. Assists in the data management of KMZ files and uploading of geotagged photos to DA-PRDP Website
2. Assists in the preparation of EVSA with collaboration with the IPLAN Component and PPMIU.
3. Assists in the preparation of thematic maps as a tool for sound decision making.
4. Coordinate with the PPMIUs for the submission of the accomplished geotag photos.
5. Prepares initial drafts of correspondences and documents coming from the concerned component/unit.
6. Prepares activity and training design for activities and trainings to be undertaken by the concerned component/unit.
7. Assists in the conduct of such activities and trainings by acting as co-facilitator and part of the documentation team.
8. Ensures that all correspondences are timely sent and feedbacks from the receivers are noted.
9. Acts as primary point of contact between the concerned component/unit of the project.
10. Assists in the coordination of meetings and training, ensuring that participants are well informed of the schedule and requirements of the events.
11. Travels and attends meetings with the component/unit heads and travel prepare minutes, action lists; and provide administrative support, if necessary. Performs other tasks which may be assigned by the Unit Head, or Deputy Project Director, Project Director.
12. Perform other tasks assigned by immediate supervisor.

**REQUIRED QUALIFICATION**

1. **Education**

Graduate of Bachelor of Science in Information Technology with at least 3 years of experience in the said field.

1. **Job Experience/Skills and Knowledge**
2. Expert on the following object-oriented programming: Visual Studio, C-Sharp, Visual Basic, Java, Hypertext Preprocessor, Structure Query Language, Website and Android Development.
3. Minimum of three (3) years of experience with the use, manipulation and processing of various programming languages.
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**