



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office 7, Mandaue City
Office of the Project Director
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Lapaz Iloilo City
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TERMS OF REFERENCE (TOR)

for

BUDGET SPECIALIST

OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

The PRDP would like to invite the services of individual for the position of **Budget Specialist**. 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.

JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:

1. Assists in the conduct of PRDP Orientation/Training, particularly in the budget preparation aspect of the Project;
2. Prepares monthly statement of Appropriation, Allotment, Obligations, and Balances for submission to NPCO;
3. Assists and coordinates with Component and Unit Heads in the preparation of annual budget proposal for submission to NPCO;
4. Coordinates with the Finance Unit to ensure that the project funds are properly accounted and reported on time;
5. Prepares the annual and overall budget plan of PSO Visayas Cluster;
6. Reviews the budget estimate submitted by RPCOs, component and units and consolidates;
7. Monitors the fund balance of the RPCOs and LGUs;
8. Assists the Budget Unit Head in supervising the over-all performance of the Budget Unit Staff on the regular preparation and/or submission of Work and Financial Plan and other Financial Reports relative to the Budget aspect to DA and other national oversight agencies;
9. Supervises the timely and daily updates of the Registry of Allotment and Obligations for Maintenance and Other Operating Expense and Capital Outlay;
10. Ensures that Obligation Requests and Purchase Requests are earmarked on time;
11. Prepares the monthly and annual Status of Fund Report of the Project Support Office Visayas Cluster;
12. Prepares the quarterly and annual Budget Report;
13. Prepares the Budget presentation materials during meetings and trainings; and
14. Performs other functions as may be directed by the Project/Deputy Director and/or Supervisor such as providing technical advice on financial management, budgeting and forecasting for PRDP.

REQUIRED QUALIFICATION

A. Education:

Bachelor's Degree in Public Administration, Business Administration, Organizational Development, Public Finance Management, or related fields. A Certified Public Accountant (CPA) is an advantage.

B. Experience/ Job Skills/Knowledge

1. Minimum of five (5) years of demonstrated work experience as a budget or finance management specialist;
2. Have a good knowledge of the budgetary and financial management policies and procedures of the Government of the Philippines, Multilateral Financial Institutions (e.g. World Bank);
3. Experience in World Bank assisted projects is an advantage;
4. Attended at least 48 hours' relevant trainings;
5. Proficient in written and oral communications;
6. Knowledgeable of the procurement guidelines of the WB and RA 9184;
7. Computer literate with high proficiency in MS Word, Excel and Power Point.
8. Ability to work with stakeholders on multiple levels including non-government organizations, people's organization, donors, media groups, religious groups and local government units;
9. Proven organizational skill and ability to manage multiple tasks simultaneously;
10. Can work independently and result oriented; and
11. Willing to travel extensively within the island cluster assignment most of the time or even on a short notice.

APPROVED:

REMELYN R. RECOTER, MNSA, CESO III
Regional Executive Director, DA-RFO VI
Project Director

For and in behalf of the Project Director:

ENGR. JOSE ALBERT A. BARROGO
Deputy Project Director

