

Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
Regional Project Coordination Office – XIII  
Capitol Site, Butuan City  
Tel. No. (085) 3424092; Fax (085) 341-2114 Email add: prdp13@yahoo.com

**REQUEST FOR EXPRESSIONS OF INTEREST**  
**ONE (1) PROJECT DEVELOPMENT ASSOCIATE**

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development - World Bank (IBRD-WB), amounting to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND DOLLARS (US\$501,250,000) for the purpose of financing the 'Philippine Rural Development Project (PRDP)' and it intends to apply part of the proceeds of this loan to payments for the hiring of interested applicants to fill up the vacant position of **ONE (1) PROJECT DEVELOPMENT ASSOCIATE**.

The PRDP is a six-year (2013-2018) initiative of the government envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation Support to PRDP (ISUPPORT).

**Scope of Work:**

1. Assists the Finance Unit Head Component in the proper filing of documents;
2. Maintains logbook of earmarking of Procurement Requests (PRs) and Obligation Requests (OBRs) and monitor its status;
3. Assists in the preparation of monthly Statement of Receipts and Expenditures (SRE) of RPCO for audit;
4. Prepares the monthly Bank Reconciliation Statements (BRS);
5. Records all incoming and outgoing documents;
6. Prepares and conducts administrative works (maintain schedule of activities, travel schedules, prepares travel documents, liquidation of cash advances for office supplies, etc.) for the Component;
7. Encoding of documents and reports;
8. Assists in the review of liquidation reports and supporting documents submitted by LGUs;
9. Monitor and maintain record of fund releases to LGUs;
10. Assists in the monitoring of the over-all receipts and expenditures of funds of PRDP;
11. Assists in the review and consolidate the SOE submitted by the LGUs;
12. Assists in the preparation of annual and overall budget plan of PRDP;
13. Assists in the conduct of financial management training;
14. Perform other functions as may be directed by the Project Director and/or supervisor from time to time;

**Required Qualifications:**

The **Project Development Associate** must have a degree in public administration, business administration, public finance management or any related courses. He/She must have at least one(1) year working experience in performing similar and related works. Proficient in written and oral communication, computer literate, proven organizational skills and ability to manage multiple tasks simultaneously, can work with limited supervision and under tight timelines.

Only applications received on or before January 30, 2015 at 05:00pm will be considered. Shortlisted applicants will be contacted for the schedule of written examination and interview.

Please submit Application letter with 2x2 picture, Comprehensive CV, and Certificate of Previous Employment, Certified True Copy of School Transcript of Records and other credentials to the address below or email to [prdp.proc13@gmail.com](mailto:prdp.proc13@gmail.com). Kindly indicate the position that the applicants are applying for as the subject.

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