



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, Quezon City
www.dilg.gov.ph

**RBME OF LGU INFRASTRUCTURE PROJECTS
PROJECT MONITORING SUPPORT TEAM**

**TERMS OF REFERENCE
Information Officer II (SG-15)**

I. RATIONALE

The DILG is spearheading the *Monitoring and Evaluation of Infrastructure Projects of Local Government Units*, as funded under *Republic Act No. 11639* or the *FY 2022 General Appropriations Act (GAA) Special Provision No. 4* under *DILG-OSEC budget*.

To facilitate this, the ***RBME of LGU Infrastructure Projects*** or "***RLIP***" is being piloted to improve tracking and measurement of LGU performance in the implementation and management of infrastructure projects, and to meet the changing demands for transparency and accountability at all levels of government. As stated in the GAA, a concerted shift to an enhanced monitoring and evaluation (M&E) model anchored on the Results-based Monitoring and Evaluation (RBME) system is crucial to effectively assess governance results under the devolved system.

Relative to this, a Monitoring Support Team at the Regional level shall be engaged to provide support for the overall implementation of the *RLIP* and to coordinate the efforts of all project stakeholders. This function requires increased amounts of work in terms of coordination, monitoring and evaluation, and others. Thus, the need for additional personnel support.

II. SCOPE OF SERVICES

In coordination with the head of the Project Development and Management Unit (PDMU), the **Information Officer II** shall provide their technical expertise relative to the conduct of monitoring and evaluation of LGU performance in the implementation of LGU infrastructure projects under the *RBME of LGU Infrastructure Projects* or *RLIP*.

Listed below are the specific functions of the Information Officer II:

- Formulate and implement the communication plan;
- Develop information, education and communication (IEC) materials, including Guidebooks, Manuals, presentations, and other knowledge products;
- Facilitate and document the conduct of activities in relation to the *RLIP* and other related programs;
- Act as a Facilitator or Resource Person in capacity development interventions;
- Prepare TOR and project proposals for the procurement of IEC materials and other related documents;

- Monitor the inventory, distribution, and posting of IEC materials in designated areas and online platforms;
- Manage and update information in website/online platforms in relation to the *RLIP* and other programs;
- Travel in relation to the performance of an Information Officer II's responsibilities. As such s/he is authorized to claim transportation expenses, and per diem subject to the usual accounting and auditing rules and procedures;
- Coordinate with project stakeholders, including Local Chief Executives through Provincial/City/Municipal Engineer, and DILG Central Office, and other related offices;
- Prepare individual compliance and administrative requirements; and
- Other outputs which may be assigned by immediate supervisor in relation to *RLIP* and other programs.

III. QUALIFICATIONS AND SKILLS

- Bachelor's Degree in Media and Communications, Public Administration, Management, Economics, Business Studies, or its equivalent;
- At least 2 years relevant experience;
- 8 hours relevant training; and
- Demonstrates familiarity with the conduct and use of Monitoring and Evaluation systems.

IV. EXPECTED OUTPUT / DELIVERABLES

- Reports and materials as committed in the Individual Performance Commitment and Review (IPCR), including the following:
 - Annual Report;
 - Monthly and quarterly reports and presentations on the status of *RLIP*-enrolled infrastructure projects;
 - Pre and Post-Training Materials and Reports;
 - Post-Activity Report;
 - Post-Coaching Evaluation Report;
 - Monthly Analysis / Assessment / Accomplishment Report;
 - Presentation materials; and
 - Other reports and materials required in relation to other duties assigned by immediate supervisor.
- IEC materials, including Guidebooks, Manuals, presentations, and other knowledge products;
- Correspondence to project stakeholders, including Local Chief Executives through Provincial/City/Municipal Engineer, and DILG Central Office, and other related offices;

- Individual compliance and administrative requirements; and
- Other outputs which may be assigned by immediate supervisor in relation to *RLIP* and other programs.

III. DURATION OF WORK

- The duration of the engagement shall be nine (9) months from April 1, 2022 to December 31, 2022.
- Required to report to office five (5) days a week and with a minimum of 40 work-hours per week, except on official travel as authorized through a duly approved Office Order, Travel Order, or Department Order. Alternative working arrangements shall be applicable when reduction of on-site workforce is in effect under the Alert Level System.

IV. DUTY STATION

Project Development and Management Unit (PDMU), DILG Regional Office [#]
[Address].

V. COMPENSATION

THIRTY-THREE THOUSAND THREE HUNDRED SEVENTY FIVE PESOS (Php 33,575.00) PER MONTH.

VI. DESIGNATED SUPERVISING OFFICIAL

[Head of PDMU], DILG – Regional Office [#].

All interested applicants may send their application letter and Curriculum Vitae addressed to [REGIONAL DIRECTOR] thru [PDMU Chief], [Regional Office address]. You may send your application through email at [Email Address RO].