

# BICOL



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## BE A PART OF OUR TEAM!



DEADLINE OF SUBMISSION : AUGUST 18, 2017

POSITION/TITLE	SALARY GRADE	MONTHLY SALARY	REQUIRED NO. OF STAFF	AREA OF ASSIGNMENT
Engineer IV	22	P 52,783.00	2	PDMU, Regional Office
Engineer III	19	P 39,151.00	1	DILG Cam Norte
Engineer III	19	P 39,151.00	1	DILG Camsur (Additional Staff)
Development Management Officer III / Communication Officer	18	P 35,693.00	1	PDMU, Regional Office
CMGP/KALSADA Regional Coordinator (DMO IV) **	24	P 64,416.00	1	DILG Regional Office

**TERMS OF REFERENCE (TOR)**  
**Engineer IV ( SG- 22 )**

- Assists in the preparation of the policies for program operations and establish technical standards and checklist for the design, implementation and operations of various projects.
- Provide follow-through technical assistance and advisory to LGUs in the preparation of Project Proposals, Detailed Engineering Design, Program of Work (POW), Detailed Estimates and bid documents relative to project implementation;
- Review and evaluate plans, programs of work, and estimates including reports in accordance to approved plans and specifications;
- Assist in the review of the Project Proposals, Detailed Engineering Design (DED), Bid Documents and Bid Evaluation Report;
- Coordinate to Provincial Offices for the timely submission of Weekly Reports and other issue concerning the project implementation;
- Review and submit reports concerning in the project implementation in the assigned Provinces and/or other LGUS as may delegated by the Regional Director/ Provl. Directors/PDMU Chief;
- Oversees, inspects, monitors and evaluates various water infrastructure projects implemented by the Local Government Units in accordance with existing standards and guidelines and within its approved level of authority;
- Conduct work accomplishment validation prior to the release of funds and validate its consistency with the fund utilization;
- Prepares technical report on the result of field monitoring/site inspection and recommend actions to be taken on issues and findings;
- Conduct site validation of the proposed projects prior to approval;
- Prepares official recommendation for the approval of the project proposals and Detailed Engineering Design; verify and recommend project completion and project turn-over;
- Attends pre-bid conference and bid opening and ensure that the LGUs are in conformance with R.A 9184 and its Revised Implementing Rules and Regulation;
- Notify/inform the immediate superior in case there are deviations from approved plans and specifications and project implementation;
- Provide technical advice and assistance to Regional Office, Provincial Office and LGUs within its level of authority;
- Support the Institutional Group in various activities e.g Training / Workshops.
- Assist the Financial Group in data gathering specifically on the financial aspect of the project;
- Assist the Communication, Monitoring and Evaluation Group in the data gathering for the completion of database e.g PPMS, 1OPDS.
- Attend various consultation processes initiated by the Regional Offices and Local Government Units together with DILG-CO; and
- Perform such other related duties and responsibilities as may be assigned by the Regional Director and/or immediate supervisor.

**QUALIFICATION STANDARDS:**

1. Bachelor's Degree in Engineering relevant to the Job
2. Licensed/ Registered Civil Engineer (RA 1080)
3. 16 Hours Relevant Training
4. 3 years of Relevant Experience
5. Must have high Literacy in computer application



**TERMS OF REFERENCE (TOR)**  
**Engineer III ( SG -19)**

- Assists in the preparation of the policies for program operations and establish technical standards and checklist for the design, implementation and operations of various projects.
- Provide follow-through technical assistance and advisory to LGUs in the preparation of Project Proposals, Detailed Engineering Design, Program of Work (POW), Detailed Estimates and bid documents relative to project implementation;
- Review and evaluate plans, programs of work, and estimates including reports in accordance to approved plans and specifications;
- Assist in the review of the Project Proposals, Detailed Engineering Design (DED), Bid Documents and Bid Evaluation Report;
- Coordinate to Provincial Offices for the timely submission of Weekly Reports and other issue concerning the project implementation;
- Review and submit reports concerning in the project implementation in the assigned Provinces and/or other LGUS as may delegated by the Regional Director/ Provl. Directors/PDMU Chief;
- Oversees, inspects, monitors and evaluates various water infrastructure projects implemented by the Local Government Units in accordance with existing standards and guidelines and within its approved level of authority;
- Conduct work accomplishment validation prior to the release of funds and validate its consistency with the fund utilization;
- Prepares technical report on the result of field monitoring/site inspection and recommend actions to be taken on issues and findings;
- Conduct site validation of the proposed projects prior to approval;
- Prepares official recommendation for the approval of the project proposals and Detailed Engineering Design; verify and recommend project completion and project turn-over;
- Attends pre-bid conference and bid opening and ensure that the LGUs are in conformance with R.A 9184 and its Revised Implementing Rules and Regulation;
- Notify/inform the immediate superior in case there are deviations from approved plans and specifications and project implementation;
- Provide technical advice and assistance to Regional Office, Provincial Office and LGUs within its level of authority;
- Support the Institutional Group in various activities e.g Training / Workshops.
- Assist the Financial Group in data gathering specifically on the financial aspect of the project;
- Assist the Communication, Monitoring and Evaluation Group in the data gathering for the completion of database e.g PPMS, 1OPDS.
- Attend various consultation processes initiated by the Regional Offices and Local Government Units together with DILG-CO; and
- Perform such other related duties and responsibilities as may be assigned by the Regional Director and/or immediate supervisor.

**QUALIFICATION STANDARDS:**

1. Bachelor's Degree in Engineering relevant to the Job
2. Licensed/ Registered Civil Engineer (RA 1080)
3. 8 Hours Relevant Training
4. 2 years of Relevant Experience
5. Must have high Literacy in computer application

## TERMS OF REFERENCE (TOR)

### DEVELOPMENT MANAGEMENT OFFICER III – COMMUNICATION (SG-18)

- Develop communication plan and information strategies of the SALINTUBIG and ADM-Water Supply Programs and carry out strategies to promote the initiatives, progress and success stories of the Programs
- Take the lead in the conceptualization and development of IEC collaterals/materials for training and raising awareness (fact sheets, brochures, newsletters, poster, press releases and kits, presentation materials, etc.) to promote the Programs' activities at the national and local levels
- Interface with the DILG's PACs for the tri-media publicity on the Programs including the conduct of press conferences for newspaper articles and television/radio programs
- Coordinate with the DILG's ISTMS and with the concerned stakeholders for electronic uploading of knowledge products and information regarding the Programs
- Documents LGU lesson and good practices in the implementation of water supply projects
- Coordinate with SALINTUBIG and ADM-Water Supply Focal Persons, OPDS and other units within the DILG-CO, and Field Offices (Regional, Provincial and Municipality) as may be necessary for the implementation and synchronization of activities
- Undertake other functions as may be required by the direct Supervisor and Project Managers.

#### QS:

1. Bachelor's Degree relevant to the job
2. Two (2) Years of relevant experience
3. 8 hours of relevant training
4. Must have literacy in computer application





Republic of the Philippines  
**DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT**  
DILG-NAPOLCOM Center, EDSA corner Quezon Avenue, West Triangle, Quezon City  
<http://www.dilg.gov.ph>

## Terms of Reference

### **Regional Coordinator for the Governance Reform of "Conditional Matching Grant to Provinces (CMGP) for Road Repair, Rehabilitation and Improvement"**

#### **Background**

The Department of the Interior and Local Government (DILG), in partnership with the Department of Budget and Management (DBM) and Provincial Governments, is implementing the CMGP to instill governance reforms in provinces and to provide funds for the repair, rehabilitation and improvement of provincial roads.

The Program aims to address the poor state of local roads as a result of more than two decades of underinvestment spurred by the devolution of the responsibility of local road management to Local Government Units (LGUs) without appropriate transfer of capacities and resources to take care of its local road network. It also envisions to address the need for a sustainable local road management by the Government which has been neglected for a long time.

In FY 2017, the national government has allocated in the General Appropriations Act under the Local Government Support Fund (LGSF) an amount of P18.03 billion for the CMGP Program, and P564.256 Million under the DILG Budget as support fund for (a) capacity development towards the achievement of governance reform targets for Provincial Governments, (b) overall program management and monitoring; and (c) quality assurance of road projects.

#### **Description of the Program**

The CMGP Program is a multi-year public investment program to support provinces in achieving governance reform in local road management and public financial management that will redound to repair, upgrading, rehabilitation, and improvement of provincial road networks funded under LGSF. This program is in line with the current thrust of the Administration that highlights the importance of a reliable road network and strengthening of LGUs as capable partners in national development.

CMGP aims to sustainably improve quality of local road network across the country by introducing governance in planning, implementation and financial management capacities of for LGUs through a performance based Program, systems, processes, and practices in local road management is enhanced.

The program will cover 78 Provinces in 2017. It shall undertake the following components:

**CMGP for Road Repair, Rehabilitation and Improvement (LGSF Component).**

This component shall provide funds for the implementation of provincial road projects, such as repair of cracks on concrete pavement, repair or improvements on drainage, slope protection structures, provision/replacement/repair of safety devices and pavement markings, re-blocking, pavement resurfacing works, additional sealing, additional pavement width, raising of road structures rehabilitation and improvement including repair of bridge/s within the station limits of the project.

**Support to CMGP (DILG Component).** This component shall provide funds for the: (a) capacity development towards the achievement of governance reform targets for provinces; (b) overall program management and monitoring; and (c) quality assurance of road projects.

The Provincial Government shall be assisted in the preparation of their Governance Reform Roadmap for a term of six (6) years (2017-2022) to achieve the reform targets. The results of the Local Road Management Performance Assessment (LRMPA), Public Financial Management Assessment (PFMA) and Agency Procurement Compliance and Performance Indicators (APCPI), among others, shall serve as references in identifying the interventions and strategies.

**Local Road Management (LRM)**

Refers to the process of planning, prioritizing, and sustainably managing the local road network in consideration of the envisioned socio-economic development of the local government unit. Each LGU will be developing formulating and applying their respective governance reform road map which will include the following interventions: generation of the local road information management system (local road inventory and mapping) through the roads and bridges information system and geotags using route shoot application; formulation and updating of the local road network development plans; preparation of detailed engineering designs, quantity and cost estimates, program of works and environmental plans for local road construction, rehabilitation and maintenance; contract management and construction supervision; LGU provision of road maintenance budget of at least P100,000 per kilometer; and asset management for local roads with the following data duly (Road Inventory and Road Map and Records as per Registry of Public Infrastructure) reconciled for valuation, assessment, and incorporation of road network records as assets.

**Public Financial Management (PFM)**

Refers to the system of rules, procedures and practices for government to manage public finances. It encompasses internal audit, budgeting, accounting, auditing, cash management, management of public debt, revenue generation, and public reporting on public sector financial operations. Interventions will be directed towards establishing and operationalizing internal audit at the LGU level, provision of adequate budget, implementation of strategies indicated in their revenue generation plan; and the procurement process as mandated under RA 9184 or the Procurement Act.



## **Purpose and Scope of Work**

The Office of Project Development Services (OPDS) in collaboration with the DILG Regional Offices shall engage services of a Regional Coordinator to assist the Regional Offices in monitoring the preparation and achievement of the Governance Reform targets in LRM and PFM of provinces within their respective jurisdiction.

## **Functions and Responsibilities**

The Regional Coordinator shall have the following specific responsibilities:

1. Serve as the area coordinator for monitoring the preparation and implementation of the KALSADA/CMGP Governance Reform Roadmap of each province to ensure that the requirements in the CMGP Implementation Guidelines are complied with.
2. Monitor the preparation of CMGP project requirements by the provinces and provide necessary assistance to facilitate the completion/submission thereof, particularly the following:
  - a. Local Road Management Performance Assessment (LRMPA) Report including Improvement Plan
  - b. Public Financial Management Assessment Report (PFMAR) including Improvement Plan, and
  - c. Agency Procurement Compliance and Performance Indicators (APCPI) Results including Procurement Action Plan
3. In coordination with the Consultant for Governance Reform Component and/or the DILG Central Office – KALSADA/CMGP PMO:
  - a. Provide TA to provinces in the preparation Governance Reform Roadmap
  - b. Assist the Provincial Governments in the finalization of the Governance Reform Roadmap and monitor approval thereof by the Provincial Governor
  - c. Monitor the implementation of the Governance Reform Roadmap and regularly report the status of achievement of annual governance reform targets to DILG Regional Office and Central Office – KALSADA/CMGP PMO.
  - d. Assist in the implementation of capacity development activities on local road management and public financial management towards the achievement of the annual governance reform targets
  - e. Prepare monthly progress report on the implementation of governance reform activities within the assigned area and submit to the CMGP-PMO Program Manager
4. Provide the Regional Director monthly updates on the status of Infra Projects and provincial achievement of the Governance Reform Targets.

## **Work Outputs/Deliverables:**

- Monthly Report on the Progress of Governance Reform Activities in the provinces within the assigned area.
- Monthly technical assistance/coaching implementation plan.
- Report of CMGP-LGSF Projects implemented by the provinces.
- Consolidated and approved annual Capacity Development work and financial plan.
- Consolidated quarterly accomplishment and monitoring reports on the management and implementation of CMGP at the Provincial Level based on agreed targets and milestones.

- Consolidated semi-annual/annual accomplishment and assessment reports in the preparation and implementation of Provincial Governance Reform Targets and Milestones.
- Monitoring of quality of capacity development interventions at the Provincial level including achievement of reform targets.

## Targets and Milestones

The Regional Coordinator in collaboration with OPDS-CMGP PMO and partners at provincial level shall facilitate and support the Provincial Governments in the achievement of the following governance reform targets within FY 2017:

- Upload and update provincial roads inventory to the Roads and Bridges Information System (RBIS)
- Geo-tag all CMGP projects conducted using Route shoot application and uploaded to Open Roads Portal ([www.openroads.gov.ph](http://www.openroads.gov.ph))
- Provinces implementation of CMGP projects implemented in accordance with the implementation schedule.
- Update LRNDP covering 2017-2022 approved by the Provincial Development Council and adopted by the Sangguniang Panlalawigan through a Resolution.
- Monitor the implementation of Evaluation of Constructor's performance conducted for at least three (3) CMGP or other locally-funded projects, and results submitted to Construction Industry Authority of the Philippines (CIAP).
- Monitor reform targets set by the Provincial Governments
  - a. At least 50% of the total length of Fair-to-Good roads of the Provincial Governments are provided with budget and maintenance works implemented.
  - b. At least 50% of the total number of road projects funded under 20% Development Fund for 2017 have detailed engineering designs prepared in accordance with standards
  - c. At least 50% of the total road network are booked as road assets in accordance with COA Circular No. C2015-008
  - d. Submit Report on the Baseline Assessment of Internal Control Systems (BAICS), at least for the Provincial Engineering Office
  - e. PFM Improvement Plan for FY 2017 adopted and implemented
  - f. LRM Improvement Plan for FY 2017 adopted and implemented
  - g. APCPI Action Plan for FY 2017 adopted and implemented

## Competencies

### Core Competencies:

- Demonstrates commitment to DILG mission, vision and values.
- Exerts strict adherence to agency rules, regulations and procedures.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.

### Functional Competencies:

#### Knowledge Management and Learning

- Shares knowledge and experience.
- Actively works towards continuing personal learning and applies newly acquired skills.



### Coordination and Operational Effectiveness

- Ability to perform specialized tasks related to planning, coordination and implementation of program, managing data, and reporting.
- Ability to establish and maintain contacts in the provincial government.
- Familiarity with the results-based management tools an advantage.
- Excellent interpersonal skills are essential part of the job.
- Ability to communicate effectively, both orally and in writing.

### **Leadership and Management:**

- Focuses on result for the partner provinces and responds positively to feedback.
- Consistently approaches work with energy and a positive, constructive attitude.
- Remains calm, in control and good humored even under pressure,
- Demonstrates openness to change and ability to manage complexities.

### **Qualifications**

#### **Education:**

- University degree (preferably post-graduate degree) with knowledge in governance, capacity development and road management or related fields

#### **Experience:**

- Minimum of 5 years professional experience in local governance, which includes at least 2 years of experience in on capacity development.
- Experience working with donor funded projects is an asset.
- Solid experience in coordination and systems in high-pressure environments.
- Experience in working with teams.
- Familiar with government procurement policies and procedures highly desirable.
- English language fluency and strong writing skills required.

### **Duration of Engagement**

The period of engagement will be an initial 6 months contract starting tentatively from July 2017 till December 30, 2017 with possibility of renewal/extension for duration of the project dependent upon the performance.

### **Duty Station**

DILG Regional Office with travel to Provincial Government Offices within their jurisdiction and to DILG Central Office

### **Supervision**

The Regional Coordinator will be supervised by the Regional Director and coordinates closely with heads of LGMED/LGCDD and PDMU

### **Compensation**

The Regional Coordinator shall receive a monthly compensation/fee of P56,610.