



Department of Agriculture
**Special Area for Agricultural
Development (SAAD) Program Phase 2**
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HUMAN RESOURCE OPERATIONS MANUAL

*an employee handbook of the
SAAD Phase 2 Program Management Offices*

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I. OVERVIEW

The SAAD Program Phase 2 is a six (6) year extension of the Department of Agriculture (DA) SAAD Phase 1 locally funded project. It aims to help reduce poverty incidence on its selected municipalities in the country from FY 2023 to 2028. It covers both the agricultural and fishery sector providing a wide range of livelihood projects for farmers and fisherfolks. The main objective of the program is to develop its beneficiaries from producers to agri-entrepreneurs thru the adoption of updated farming/fishing practices & technologies; incorporation of product development & value addition thru processing, and introduction of sustainability concept thru marketing activities.

SAAD Phase 2 has four (4) core components: Social Preparation, Food Production & Livelihood, Marketing Assistance and Enterprise Development and Program Management. Out of the four (4), the Program Management component focuses on the conduct of internal activities that are required to deliver its target goods and services. It is represented thru the establishment of the Program Management Offices (PMO) from the National, Regional to Provincial level.

For Phase 2, the PMO shall consist of the following:

1. **National Program Management Office (NPMO)** – it is the PMO responsible on the overall direction setting, policy formulation, planning, budget and M&E activities of the program.
2. **Regional Program Management Support Office (RPMSO)** – it is the PMO responsible to facilitate implementation on concerned provinces & municipalities covered by the program. It shall be the procuring entity of the program relative to all planned internal and external activities both tangible and intangible.
3. **Provincial Program Management Support Office (PPMSO)** – it is the PMO responsible to assist the RPMSO in its implementation and assure that the intended goods and services are delivered to its target beneficiaries.

In addition, the Phase 2 shall adopt its National Program Advisory Committee (NPAC). The NPAC shall serve as a recommendatory body that shall deliberate agenda and provide its recommendation subject for the adoption of the program. As such, the NPAC shall consists of officials from the Department of Agriculture, its agencies and bureaus. Specifically, these officials will come from:

AGRICULTURE:

1. Office of the Undersecretary for Operations
2. Office of the Undersecretary for Policy and Planning
3. Office of the Undersecretary for Admin & Finance
4. Office of the Assistant Secretary for Operations
5. Field Operations Service - SPCMAD
6. FMS – Budget Division
7. FMS – Accounting Division
8. AMAS
9. PDS
10. Legal Service

11. BAFE
12. BPI
13. BAI
14. ATI
15. BAR

FISHERIES (*Equivalent offices in terms of functions shall be placed*)

On the regional level, each RPMSO shall form a Regional Program Advisory Committee (RPAC). The RPAC shall serve as a recommendatory body that consists of DA Regional unit heads providing guidance on administrative, procurement and implementation related processes of the program. These offices shall be consisted of:

AGRICULTURE

1. Operations Division
2. Planning Division
3. Budget Division
4. Accounting Division
5. RAED
6. Research Division
7. AFIS
8. Personnel/HR Division
9. AMAD
10. Regulatory Division

FISHERIES (*Equivalent offices in terms of functions shall be placed*)

Lastly, the PPMSO shall involve its corresponding Local Government Units (LGUs) as a recommendatory body focusing on the selection processes of the program both beneficiary and project related strictly in accordance to existing implementing guidelines of the program.

These DA National and Regional operating units shall designate officials that will provide guidance to the program related to their mandate and functions. Honorarium shall also be provided to qualified officials designated under PAC guided by the Department of Budget and Management (DBM) Budget Circular 2007 – 2 or “the Guidelines on the Grant of Honoraria Due to Assignment in Government Special Projects”.

For the NPMO, it has units and sub-units that will facilitate unique and complementary functions that shall aid the needs of the program for a smooth implementation process. As such, the RPMSO/PPMSO shall be guided by the NPMO structure units & sub-units to align the needs of the program.

SAAD Phase 2 is mandated to create one (1) NPMO and 15 RPMSOs represented from regions 1, 2, CAR, 3, 4-A, 4-B, 5, 6, 7, 8, 9, 10, 11, 12 & 13. These PMOs shall consist both detailed officials and hired Contract of Service (CoS). Details of its functions and requirements shall be discussed on the succeeding pages of the manual.

II. ORGANIZATIONAL STRUCTURE

Organizational structures serve as the hierarchical framework of the program’s personnel and their corresponding functions relative to achieving its specific and overall goals. It is crucial to establish a functional organizational structure in order to assure smooth and well managed implementation processes.

For the Phase 2, the program shall maintain its organizational structure from the National, Regional and Provincial Offices categorized in the previous section. This includes the recommendatory structure of its PAC, RAC & corresponding LGUs. (Refer to Figure 1)

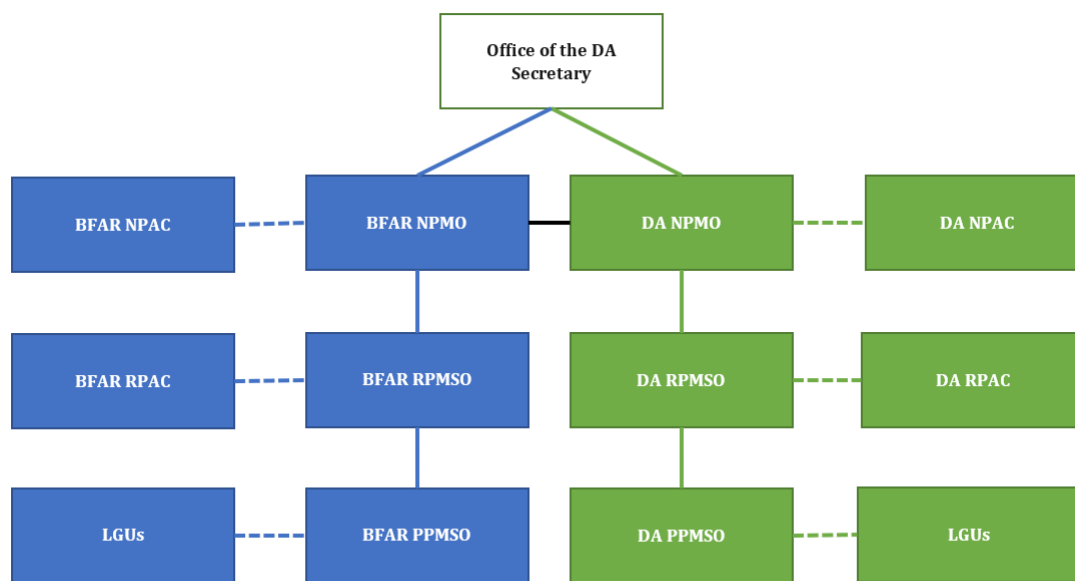


Figure 1. SAAD Program Phase 2 General Organizational Structure

Please note that Figure 1 is just a graphical representation showing that DA and BFAR are implementing agencies for the SAAD. However, the lead NPMO is the SAAD DA NPMO. This shall be further expounded in the SAAD Phase 2 guidelines and operational manual.

As the lead PMO, the SAAD DA NPMO shall consist the Office of the Program Director, Deputy Director, Administrative & Procurement (AP) Unit, IT & Database Development (IDD) Unit, PR & Development Communications (PRDC) Unit and the Operational Planning, Budget, Monitoring & Evaluation (OPBME) Unit. Under the OPBME, three (3) sub-units shall be established: Social Preparation & Program Management (SPPM) Sub-unit, Food Production & Livelihood (FPL) Sub-unit, and Marketing Assistance & Enterprise Development (MAED) Sub-unit. (Refer to Figure 2)

BFAR NPMO may replicate the DA SAAD NPMO structure. However, it shall depend on the strategy of BFAR NPMO.

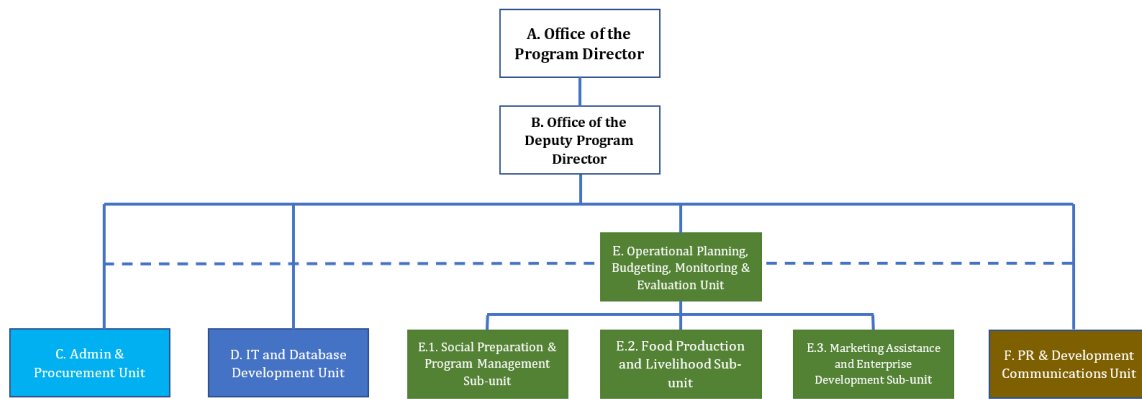


Figure 2: SAAD National Program Management Office (NPMO) Organizational Structure

¹The Office of the Program Director shall be filled out by a DA Regular Official at least DA Chief position either full time or part time to the program thru a Special Order (SO) signed by the DA Secretary

²The Office of the Deputy Program Director shall be filled out by a DA Regular Official at least DA Supervising position either full time or part time to the program thru a Special Order (SO) signed by the DA Secretary

The NPMO office of the Director & Deputy Director shall come from DA Officials assigned thru a Special Order by the DA Secretary. For its units & sub-units, it shall be filled out with qualified CoS personnel guided by its Terms of Reference (TOR) and other requirements necessary to hire in the government.

For the RPMSO, the NPMO units and sub-units shall be its basis in the creation of its Organizational Structure assuring the representation of each unit in the regional level and applicable functions on the provincial level. (Refer to Figure 3)

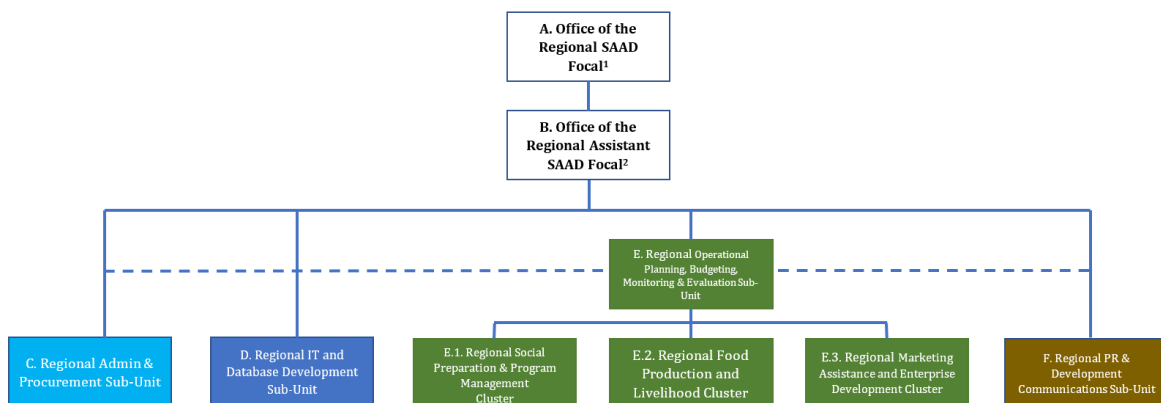


Figure 3: SAAD Regional Program Management Support Office (RPMSO) Organizational Structure

¹The Office of the Regional SAAD Focal shall be designated to the Regional Executive Director (RED). The RED may assign any official within the region as an alternate that would represent as the Regional Focal during absence.

²The Office of the Regional SAAD Assistant Focal shall be designated to the Regional Technical Director (RTD) for Operations. The RTD for Operations may assign any official within the Regional Operations Division as an alternate that would represent as the Assistant Regional Focal during absence.

For the PPMSO, it shall be under the ROPBME sub-unit. The Provincial & Municipal Coordinator (PMC) shall be designated to the DA Agricultural Provincial Coordinator (APC). The PMC may opt to have an Assistant PMC either thru regional designation of regular personnel or hiring of qualified CoS. The number of PPMSOs shall vary based on the target provinces and/or municipalities of the RPMSO. As such, the number of its personnel shall also be based on the target PPMSO establishment. (Refer to Figure 4)

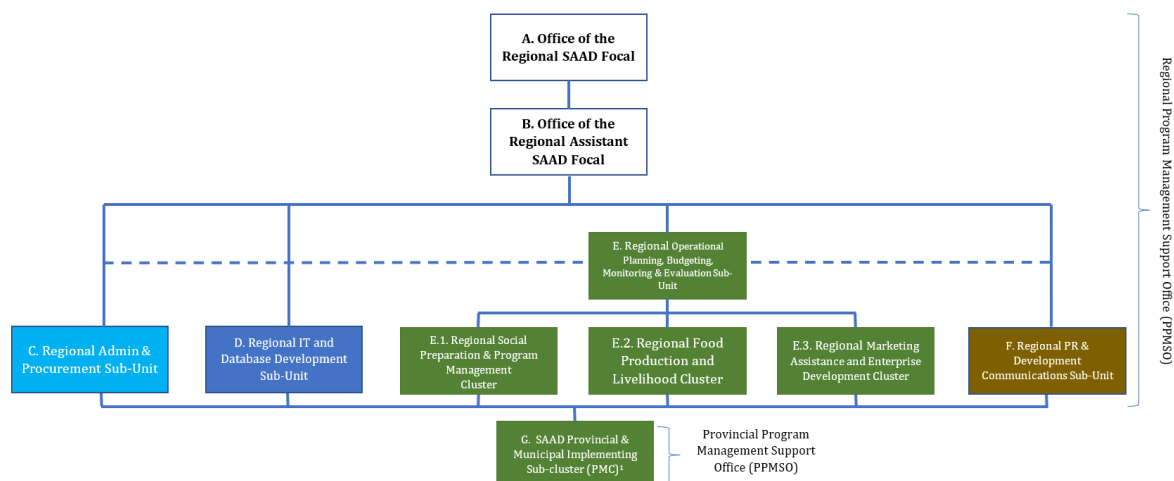


Figure 4: SAAD Provincial Program Management Support Office (PPMSO) Organizational Structure

¹The SAAD PMC shall be designated to the DA APC. The APC shall assign an Assistant PMC thru hired CoS.

III. GENERAL & SPECIFIC FUNCTIONS

GENERAL FUNCTIONS

As initially discussed, all PMOs have unique and complementary functions from the National, Regional and Provincial levels. Moreso, the following are the general functions per SAAD PMO:

A. National Program Management Office (NPMO)

1. Develop policy and policy-related guidelines for its Regional and Provincial Management Support Offices;
2. Consolidate the planning and budgetary requirements for the annual government budget cycle;
3. Monitor and evaluate the overall implementation of its operating units;
4. Submit reports to various agencies internal and external to DA;
5. Create, maintain and update a centralized database covering all the required farmer and fisherfolk details;
6. Create, maintain and update the program's website and other social media accounts for the promotion, updates, and transparency of the program;
7. Promote and document the program thru publishing articles, reports, books, videos & other promotional platforms;
8. Conduct training and training-related activities for all SAAD operating units for the growth and development of regional and provincial SAAD officers; and
9. Audit data-driven reports from its operating units.
10. Perform other functions necessary as provided by the DA Secretary

B. Regional Program Management Support Office (RPMSO):

1. Implements the policy guidelines provided by the NPMO;
2. Reviews, validates and approves project proposals as submitted by the PPMSO;
3. Facilitates the procurement process of approved interventions and leads the process required for these interventions to reach its beneficiaries;

4. Submit planning, budget, M&E related reports/documents as required by the NPMO;
5. Publish PR & Communications related documents to promote the implementation of SAAD in the region and highlight the farmers it covers;
6. Leads the maintenance and encoding of database related activities of the provinces and submit to the NPMO;
7. Provides technical and administrative guidance to the PPMSO for smoother implementation;
8. Maintains good communication with the Regional and Provincial government and non-government stakeholders/counterparts;
9. Provide recommendations to the NPMO on the crafting of future plans of the program.
10. Perform other functions necessary as provided by the SAAD Program Director

C. Provincial Program Management Support Office (PPMSO):

1. Facilitates the overall implementation of the program w/in its respective covered area as guided by the RPMSO;
2. Aids in the social preparation of the targeted SAAD areas;
3. Coordinates with Local Government Units, Non-Government Organizations and other concerned unit for the implementation of the program;
4. Gathers and submits data required by the RPMSO such as farmer profiling & geo-tagging, status of harvest, typhoon damages, mortality rates, etc.;
5. Reviews and validates project proposals and submit to the RPMSO;
6. Monitor and evaluate projects implemented and the status of farmer beneficiaries
7. Assures the success of the projects by constant coordination with farmer beneficiaries and other stakeholders involved in the program; and
8. Provide recommendations to the RPMSO on the crafting of annual and multi-year plans/target for its covered area.
9. Perform other functions necessary as provided by the Regional SAAD Focal.

SPECIFIC FUNCTIONS

A. National Program Management Office (NPMO)

1. Office of the Program Director (OPD) – overall approval of all documentary requirements including guidance on policy formulation.
2. Office of the Deputy Program Director (ODPD) – alternate overall approval on documentary requirements including guidance on policy formulation.
3. Operational Planning, Budget, Monitoring & Evaluation (OPBME) Unit–encompasses (three) 3 government functions specifically Planning, Budget & M&E. This shall serve as a lead unit in the translation and formulation of policy directions provided by the OPD/ODPD relative to all government planning, budgeting, M&E related activities of the program. It is also responsible to oversight SAAD RPMSOs from planning stage up to M&E stage.
4. Admin and Procurement (AP) Unit – unit responsible for ensuring the provision of administrative requirements of the program, facilitation of all incoming and

outgoing documents, and the formulation and approval of procurement documents necessary for the delivery of its target and utilization of budget.

5. IT and Database Development (IDD) Unit – responsible for the creation, updating and maintenance of the program’s database and systems-related activities including its website and software. IDD is also responsible for data uploading, processing and generation.
6. PR & Development Communications (PRDC) Unit – responsible for the promotion of the program on a national level in all forms necessary including the proliferation of awareness in various social media platforms on the program’s implementation processes and achievements.

B. Regional Program Management Support Office (RPSMO)

1. Office of the SAAD Regional Focal – Overall in-charge of the program’s implementation w/in the region including the approval of documents and other activities necessary for the success of the program’s goals.
2. Office of the SAAD Assistant Regional Focal – Alternate lead of the RPSMO that shall serve all necessary functions provided by the Regional Focal.
3. Regional Operational Planning, Budget, Monitoring & Evaluation (OPBME) Sub-unit – responsible for the report/document generation relative to the coordination and formulation of plans; mobilization of project implementation; and conduct of M&E on the regional level including provision of guidance to the PPMSO.
4. Regional Admin and Procurement (AP) Sub-unit – responsible for ensuring the provision of administrative requirements, facilitation of all regional and provincial incoming and outgoing documents, and the formulation and approval of procurement documents necessary on the delivery of its target and utilization of budget
5. Regional IT and Database Development (IDD) Sub-unit – responsible for the acquisition, processing and uploading of data profiles from beneficiaries including other IT related activities cascaded by the NPMO IDD unit. In terms of data acquisition, it shall be the sub-unit that will guide and orient the PPMSO on the proper processes needed to gather the needed information. As such, it shall not be responsible for the primary data gathering but shall focus on mentoring & assisting the PPMSO on the processes involved in the data gathering.
6. Regional PR & Development Communications (PRDC) Sub-unit - responsible for the regional and provincial promotion of the program in all forms necessary including the proliferation of awareness on the program’s implementation processes and achievements.

C. Provincial Program Management Support Office (PPMSO)

Office of the Provincial & Municipal Coordinator – responsible for the proper representation of the SAAD Program on the field level. It includes leading the data gathering required by the RPSMO such as profiling, project proposals, M&E reports and the likes.

Also, it shall assist the implementation of the program specific to its covered area relative to the conduct of all activities related under Social Preparation, Food Production & Livelihood and Marketing Assistance & Enterprise Development from data gathering, delivery of interventions, to validation of outcomes and results.

IV. MANPOWER REQUIREMENT

The hiring of manpower shall be based strictly on the provided organizational structure. Its job titles, description, salary grades and qualifications shall serve as the basic requirement for the position to be filled out. This means that the provided information shall be the minimum requirement to hire Contract of Service (CoS) for the SAAD Program.

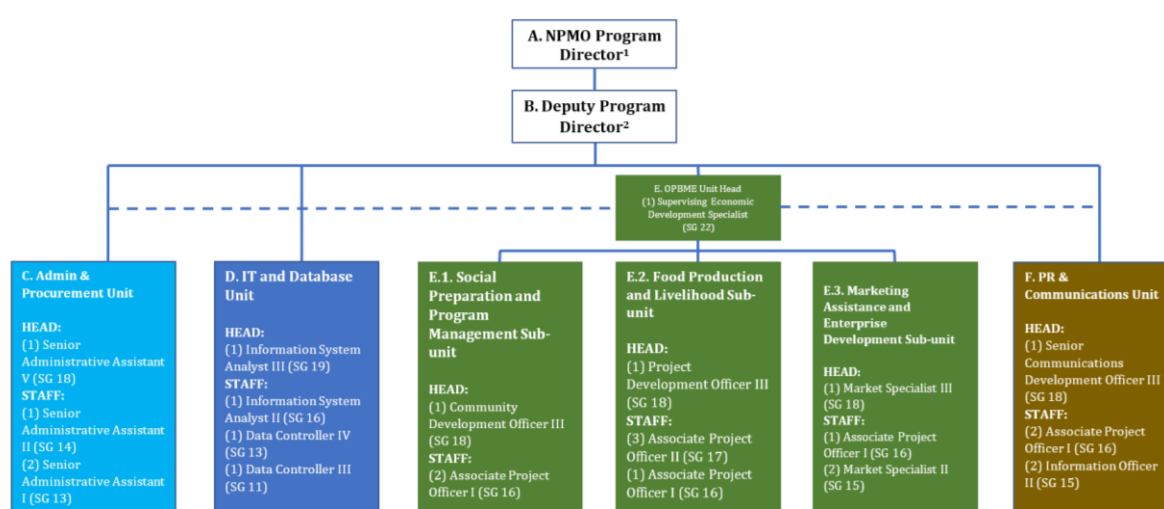
With this, below are the required manpower for SAAD Phase 2 per its corresponding PMO.

Table 1. List of required NPMO personnel including Positions & Salary Grade

PMO	Unit/ Sub-Unit	Position (Title)	(Salary Grade)	No. of Required Positions
NPMO	OPD	Director	SO	1
NPMO	OPD	Associate Project Officer I	SG 16	1
NPMO	ODPD	Deputy Director	SO	1
NPMO	ODPD	Associate Project Officer I	SG 16	1
NPMO	OPBME	Supervising Economic Development Specialist	SG 22	1
NPMO	OPBME - SPPM	Community Development Officer III	SG 18	1
NPMO	OPBME - SPPM	Associate Project Officer I	SG 16	2
NPMO	OPBME – FPL	Project Development Officer III	SG 18	1
NPMO	OPBME – FPL	Associate Project Officer II	SG 17	3
NPMO	OPBME – FPL	Associate Project Officer I	SG 16	1
NPMO	OPBME – MAED	Market Specialist III	SG 18	1
NPMO	OPBME – MAED	Associate Project Officer I	SG 16	1
NPMO	OPBME – MAED	Market Specialist II	SG 15	2
NPMO	AP	Senior Admin Assistant V	SG 18	1
NPMO	AP	Senior Admin Assistant II	SG 14	1
NPMO	AP	Senior Admin Assistant I	SG 13	2
NPMO	AP	Admin Assistant V	SG 11	1

NPMO	IDD	Information Systems Analyst III	SG 19	1
NPMO	IDD	Information Systems Analyst II	SG 16	1
NPMO	IDD	Data Controller IV	SG 13	1
NPMO	IDD	Data Controller III	SG 11	1
NPMO	PRDC	Senior Communications Development Officer III	SG 18	1
NPMO	PRDC	Associate Project Officer I	SG 16	2
NPMO	PRDC	Information Officer II	SG 15	2

The Program Director and Deputy Program Director shall be designated thru a Special Order signed by the DA Secretary or any authorized official. In terms of positions per unit/sub-unit, refer to figure 5.



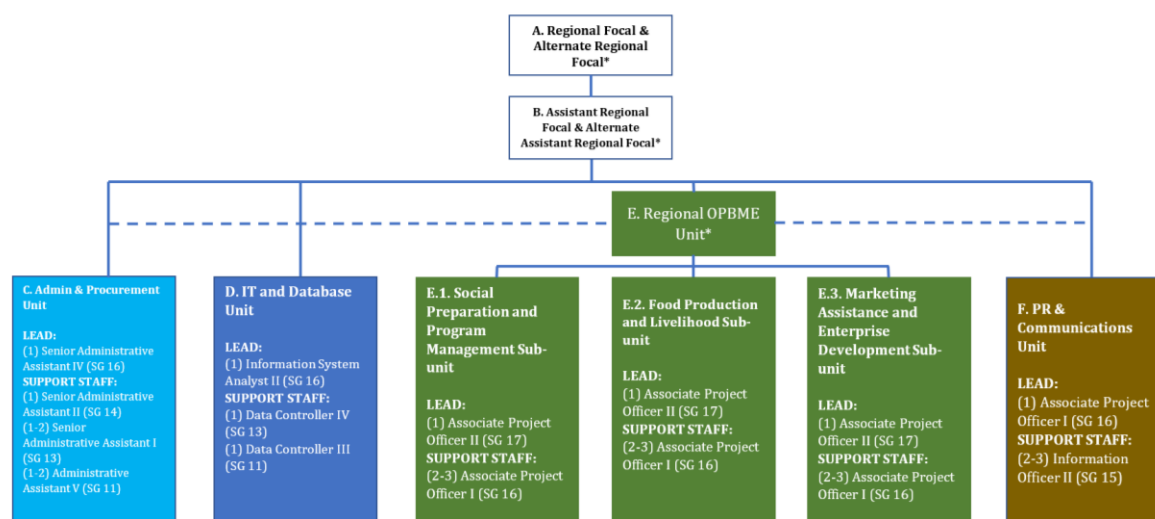
^{1&2}With one (1) Associate Project Officer I (SG 16)

Figure 5: SAAD NPMO Organizational Structure and corresponding positions and salary grades

Table 2. List of required RPMSO personnel including Positions & Salary Grade

PMO	Unit/ Sub-Unit	Position (Title)	Salary Grade	No. of Required Positions
RPMSO	ORF	Regional Focal	N/A	1
RPMSO	ORF	Alternate Regional Focal	N/A	1
RPMSO	OARF	Assistant Regional Focal	N/A	1
RPMSO	OARF	Alternate Assistant Regional Focal	N/A	1
RPMSO	OPBME	Regional Lead/ Report Officer	N/A	1
RPMSO	OPBME - SPPM	Associate Project Officer II	SG 17	1
RPMSO	OPBME - SPPM	Associate Project Officer I	SG 16	2-3
RPMSO	OPBME - FPL	Associate Project Officer II	SG 17	1
RPMSO	OPBME - FPL	Associate Project Officer I	SG 16	2-3

RPMSO	OPBME – MAED	Associate Project Officer II	SG 17	1
RPMSO	OPBME – MAED	Associate Project Officer I	SG 16	2-3
RPMSO	AP	Senior Admin Assistant IV	SG 16	1
RPMSO	AP	Senior Admin Assistant II	SG 14	1
RPMSO	AP	Senior Admin Assistant I	SG 13	1-2
RPMSO	AP	Admin Assistant V	SG 11	1-2
RPMSO	IDD	Information Systems Analyst II	SG 16	1
RPMSO	IDD	Data Controller IV	SG 13	1
RPMSO	IDD	Data Controller III	SG 11	1
RPMSO	PRDC	Associate Project Officer I	SG 16	1
RPMSO	PRDC	Information Officer II	SG 15	2-3
PPMSO	PMC*	Community Development Officer III	SG 18	-
PPMSO	PMC*	Associate Project Officer II	SG 17	-
PPMSO	PMC*	Associate Project Officer I	SG 16	-
PPMSO	PMC*	Community Development Officer II	SG 15	-



*Alternate focal, alternate assistant focal and regional OPBME head are plantilla positions assigned by the RED thru SO/Memo.

Figure 6: SAAD RPMSO Organizational Structure and corresponding positions and salary grade

The manpower of PPMSO initially situated in SAAD Phase 1 shall be adjusted and reverted to the RPMSO thru its respective sub-units. (refer to Figure 6) The purpose of this is to maximize and assure that these functions are well monitored and data flow are approved by the region prior to submission to the Central Office including the assurance of maximization of individual functions.

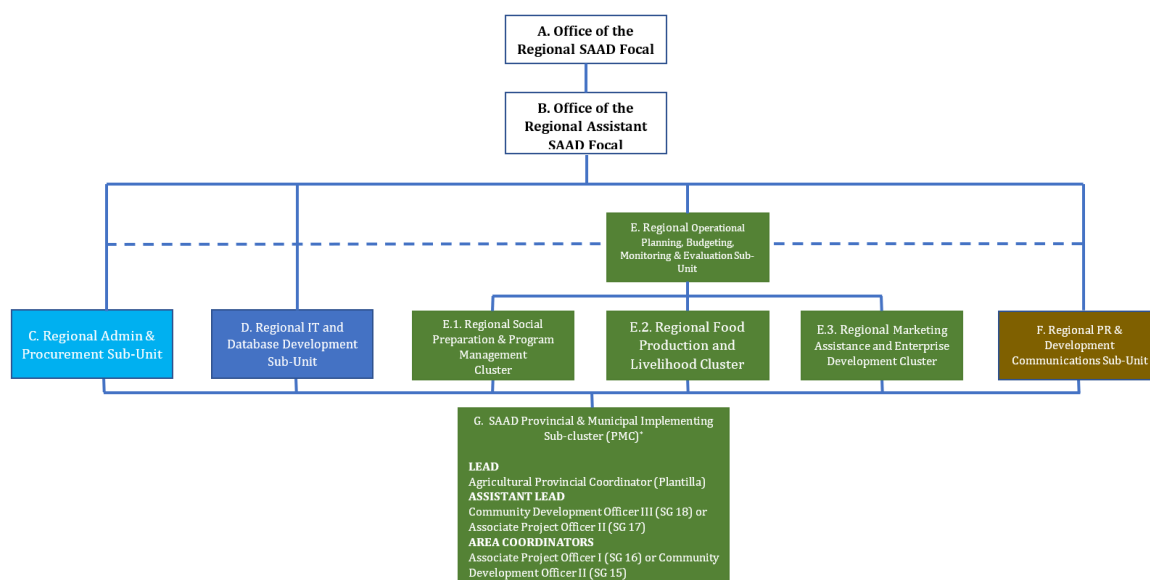
Initially, Admin, IT and Information officers are hired under the PPMSO. For Phase 2, the following shall be implemented:

- a. **Regional IDD** – it shall hire IT related manpower that can accomplish the needed functions from the region to the municipalities. It shall directly report to the RPMSO but will also be accountable for the accomplishments required from the

province and municipalities. As stated in the functions, the IDD will not be assigned on the actual profiling (primary data gathering) but shall lead the capacitation of the PPMISO on the profiling.

- b. **Regional PRDC** – it shall hire Information Officers that can cover multiple sites across the covered areas of the region. The region may assign and relocate its Information Officers based on its strategy. The number of IOs to be hired shall be based on the scope covered and deliverables provided by the Central PRDC.
- c. **Regional AP** – the number of the regional admin & procurement officers shall be based on the documentary requirements it crafts and facilitates from the region and provinces covered. Each staff must have multiple functions relative to admin & procurement and assure that alternates are considered in the number of hired APs.

The manpower assigned in the RPMSO may be designated to other regional organic offices for the purpose of mentoring and familiarization on general DA functions. (e.g. Planning, Budget, Accounting, Operations, R&D, etc.). However, it shall focus on functions related to its position and prioritize the facilitation of SAAD documents and activities.



**Number of Assistant Lead and Area Coordinators to be hired shall be based on the number and proximity of covered areas, logistics (cost of transportation) and personnel capacity.*

Figure 7: SAAD PPMISO Organizational Structure and corresponding positions and salary grade

The PPMISO shall pivot from hiring Provincial Coordinators (CoS) to delegating the lead function to the DA Agricultural Provincial Coordinator (DA-APC). Moreover, the PPMISO shall hire an Assistant Provincial Lead that shall assist and report to the APC. As stated on the manpower requirement, the number of Assistant Provincial Lead (APL) shall vary based on the strategy and coverage of the RPMSO in terms of covered provinces. It may opt to hire one (1) APL to cover multiple provinces or assign multiple APL based on the provinces covered. (Refer to Figure 7)

On the other hand, the number of Area Coordinators (ACs) to be hired shall also be based on the strategy and coverage of the RPMSO. Proximity of covered areas, logistical support and personnel capacity must be considered prior to the identification of the ACs to be hired.

In summary, the number of PMC manpower requirement shall vary based on the needs of the region referring to the number of provinces and municipalities covered. If the region opts to hire one (1) Provincial & Municipal Coordinator that would oversee and assist multiple APC, then the position provided shall be CDO III. However, if the region shall allocate one (1) PMC per province, then the position to be provided shall be APO II. APO I shall be the rate provided to the ACs that cover six (6) or more municipalities while CDO II shall be the rate provided for ACs that covers one (1) to five (5) municipalities.

Lastly, the RPMSO shall submit to the NPMO its final Organization Structure covering the proposed to l manpower requirement prior to its approval.

V. POSITIONS AND QUALIFICATIONS

The designated positions in the SAAD NPMO were derived from the program's structure and functions. The COS SAAD hired will carry the duties provided in each unit to assure the success of the overall implementation of the program. Appropriate government equivalent positions were deliberated and approved by the Program Director. The rates and job titles were based on the nature of work and number of deliverables for each hired staff. Accountability of staff based on deliverables and availability of funds were also considered by the program in the creation of positions.

A. Equivalent Government Positions

To align the SAAD manpower positions to existing government positions, the program provided a list of equivalent positions per office based on its requirements as shown in Table 1. It includes the job title, salary grade and number of positions per job title.

B. Qualifications

Qualifications per position will be based on the required qualifications for the corresponding equivalent Government Positions. These include years of experience, knowledge, and skillsets required and hours of trainings required (refer to Table 1). Also, the program shall include the assessment of the personality and psychological capacity thru its selection process (refer to Section VI).

Table 3. List of NPMO Positions and Minimum qualifications requirements

PMO	Unit/ Sub- Unit	Position (Title)	Degree Required	Years of Experience required	Hours of trainings required	CSC Eligibility required	Other Requirements/ Qualifications
NPMO	OPD	Director	N/A	N/A	N/A	N/A	DA Special Order
NPMO	OPD	Associate Project Officer I	Bachelor degree related to the job	2	8	NO	-
NPMO	ODPD	Deputy Director	N/A	N/A	N/A	N/A	DA Special Order
NPMO	ODPD	Associate Project Officer I	Bachelor degree related to the job	2	8	NO	-
NPMO	OPBME	Supervising Economic Development Specialist	BS in Agricultural Economics, Economics	4	24	YES	At least two (2) years with supervising function
NPMO	OPBME - SPPM	Community Development Officer III	Bachelor degree related to the job	3	16	YES	-

NPMO	OPBME - SPPM	Associate Project Officer I	Bachelor degree related to the job	2	16	NO	-
NPMO	OPBME - FPL	Project Development Officer III	BS in Agriculture, Agribusiness Management, Agricultural Economics, Agricultural Engineering	3	16	YES	-
NPMO	OPBME - FPL	Associate Project Officer II	BS in Agriculture, Agribusiness Management, Agricultural Economics, Agricultural Engineering	2	16	NO	-
NPMO	OPBME - FPL	Associate Project Officer I	BS in Agriculture, Agribusiness Management, Agricultural Economics, Agricultural Engineering	2	8	NO	-
NPMO	OPBME - MAED	Market Specialist III	BS in Agribusiness Management, Agricultural Economics or equivalent	3	16	YES	-
NPMO	OPBME - MAED	Associate Project Officer I	BS in Agribusiness Management, Agricultural Economics or equivalent	2	8	NO	-
NPMO	OPBME - MAED	Market Specialist II	BS in Agribusiness Management, Agricultural Economics or equivalent	0-1	8	NO	-
NPMO	AP	Senior Admin Assistant V	Bachelor degree related to the job	3	24	NO	-
NPMO	AP	Senior Admin Assistant II	Bachelor degree related to the job	1	8	NO	-
NPMO	AP	Senior Admin Assistant I	College level/high school grad	1	8	NO	-
NPMO	AP	Admin Assistant V	College level/high school grad	6 months	4	NO	-
NPMO	IDD	Information Systems Analyst III	Bachelor degree related to the job	3	24	NO	-
NPMO	IDD	Information Systems Analyst II	Bachelor degree related to the job	2	16	NO	-
NPMO	IDD	Data Controller IV	College level/high school grad	1	8	NO	-
NPMO	IDD	Data Controller III	College level/high school grad	6 months	4	NO	-
NPMO	PRDC	Senior Communications Development Officer III	Bachelor of Arts in Communications, Development Communications	3	24	NO	-
NPMO	PRDC	Associate Project Officer I	Bachelor degree related to the job	2	16	NO	-
NPMO	PRDC	Information Officer II	Bachelor degree related to the job	0-1	8	NO	-

For the regional and provincial positions, Table 4 provides the details required per position.

Table 4. List of RPMSO and PPMSO Positions and Minimum qualifications requirements

PMO	Unit/ Sub-Unit	Position (Title)	Degree Required	Years of Experience required	Hours of trainings required	CSC Eligibility required	Other Requirements/ Qualifications
RPMSO	ORF	Regional Focal	N/A	N/A	N/A	N/A	DA Special Order
RPMSO	ORF	Alternate Regional Focal	N/A	N/A	N/A	N/A	DA Special Order
RPMSO	OARF	Assistant Regional Focal	N/A	N/A	N/A	N/A	DA Special Order
RPMSO	OARF	Alternate Assistant Regional Focal	N/A	N/A	N/A	N/A	DA Special Order
RPMSO	OPBME	Regional Lead/ Report Officer	N/A	N/A	N/A	N/A	DA Special Order
RPMSO	OPBME - SPPM	Associate Project Officer II	Bachelor degree related to the job	2	16	NO	Must have experience in community organizing related to agriculture
RPMSO	OPBME - SPPM	Associate Project Officer I	Bachelor degree related to the job	2	8	NO	-
RPMSO	OPBME - FPL	Associate Project Officer II	BS in Agriculture, Agribusiness Management, Agricultural Economics, Agricultural Engineering	2	16	YES	Civil Service or PRC
RPMSO	OPBME - FPL	Associate Project Officer I	BS in Agriculture, Agribusiness Management, Agricultural Economics, Agricultural Engineering	2	8	YES	-
RPMSO	OPBME - MAED	Associate Project Officer II	BS in Agriculture, Agribusiness Management, Agricultural Economics or equivalent	2	16	YES	Civil Service or PRC
RPMSO	OPBME - MAED	Associate Project Officer I	BS in Agriculture, Agribusiness Management, Agricultural Economics or equivalent	2	8	YES	-
RPMSO	AP	Senior Admin Assistant IV	Bachelor degree related to the job	2	16	YES	-
RPMSO	AP	Senior Admin Assistant II	Bachelor degree related to the job	1	8	NO	-
RPMSO	AP	Senior Admin Assistant I	College level/high school grad	0-1	8	NO	-
RPMSO	AP	Admin Assistant V	College level/high school grad	0-1	8	NO	-
RPMSO	IDD	Information Systems Analyst II	Bachelor degree related to the job	1	8	NO	-
RPMSO	IDD	Data Controller IV	College level/high school grad	1	8	NO	-
RPMSO	IDD	Data Controller III	College level/high school grad	6 months	4	NO	-
RPMSO	PRDC	Associate Project Officer I	Bachelor degree related to the job	1	16	NO	-
RPMSO	PRDC	Information Officer II	Bachelor degree related to the job	1	8	NO	-
PPMSO	PMC*	Community Development Officer III	BS in Agriculture, Agribusiness Management, Agricultural Economics,	2	16	YES	Civil Service or PRC

			Agricultural Engineering				
PPMSO	PMC*	Associate Project Officer II	BS in Agriculture, Agribusiness Management, Agricultural Economics, Agricultural Engineering	2	16	YES	Civil Service or PRC
PPMSO	PMC*	Associate Project Officer I	BS in Agriculture, Agribusiness Management, Agricultural Economics, Agricultural Engineering	1	8	NO	-
PPMSO	PMC*	Community Development Officer II	BS in Agriculture, Agribusiness Management, Agricultural Economics, Agricultural Engineering	1	8	NO	-

C. Salary Grades and Step Increment

The Salary grades and step increment shall be based on the Administrative Order No. 23 Series of 2022 or the Revised Guidelines on the Selection, Hiring and Adoption of Compensation System for Contract of Service Personnel.

Relative to this section, salary grades and premium are highlighted with reference to the direction of the program:

Section I item no. 7, the services of individuals engaged through COS basis and JO shall be paid wages equivalent to the daily wage/salary comparable to 2019 (or later) Salary Standardization Law.

Subject to the availability of funds, the COS and JO workers may also be granted a premium of up to 20% of their respective wage/salary.

With this, the program shall follow item no. 7 as basis for the computation of salaries for COS and Jos as follows:

1. SSL 2019 (or SSL 2016 – 4th Tranche) shall be used for computation of salaries both for COS and JO. SSL 2020 Tranche 1, 2 or 3 may be used depending on the availability of funds and directives of the DA – OSEC.
2. Premium of the COS/JOs shall be at 20%. This will be prioritized based on the approved budget of the program.

D. CSC Eligibility

As cited in the AO No. 23 section IV (Movement of Contract of Service Personnel), CSC Eligibility shall not be required in the hiring of contract of service personnel. However, if the duties of the positions involve the practice of profession regulated by the Philippine

BAR/ Board or special laws and/or requires license (e.g., drivers etc.), the corresponding professional license shall be required.

With reference, the SAAD Program shall require CSC Eligibility (professional) or equivalent (e.g. PRC) on COS that will function as lead or head of the program’s central, regional and provincial technical units, sub-units and clusters specifically the Operational Planning, Budget, Monitoring and Evaluation (OPBME). This is to assure that technical and managerial functions are equated with proper accountability and eligibility as guided by the CSC. Refer to table 4.

VI. SELECTION PROCESS AND DOCUMENTARY REQUIREMENTS

A. Selection Process

The SAAD PMO shall create its **Selection Board (SB)** that will evaluate, screen and approve the selection of applicants. The SB shall be separate for NPMO and RPMSO. For the PPMSO, the SB shall be its corresponding RPMSO. Qualified applicants shall undergo examination and interview for the program to assess the qualifications and rank the top applicants.

Table 5. List of PMO personnel positioned as SB members

PMO	SAAD Personnel	General Functions
NPMO	Director	Final Approval
	Deputy Director	Recommending Approval
	A&P Head	Lead Facilitator
	OPBME Head	Evaluator
	IT Head	Evaluator
	PRDC Head	Evaluator
RPMSO	Focal and/or alternate	Final Approval
	Assistant Focal and/or alternate	Recommending Approval
	A&P Lead	Lead Facilitator
	OPBME Lead	Evaluator
	IT Lead	Evaluator
	PRDC Lead	Evaluator

B. Documentary Requirements

For the Documentary requirements, all positions are subject to submit valid and up-to-date documents:

1. Updated notarized PDS
2. Transcript of Records
3. Diploma
4. Certificates of Employment
5. Training Certificates

This will serve as the minimum requirements for processing of contract. However, the region may opt to add based on its requirements.

C. Approval

The RPMSO shall submit an endorsement of its selected personnel to the NPMO subject for the approval of the Program Director. The approval shall be based on the NPMO evaluation guided by the RPMSO's existing organizational structure, qualification and requirements. After the approval of the NPMO, the RPMSO may proceed with the selection of the applicant.

Once selected, the A&P Head/Lead shall gather the necessary requirements and draft a contract for the hiring of the selected individual. Once all documentary requirement is satisfied, the selected individual shall be endorsed to the DA Central/Regional Personnel for the processing and finalization of Contract.

VII. PERFORMANCE EVALUATION

In order to assure that the performance of the COS hired is at par with the salary earned, the program will conduct a performance rating evaluation 15 to 20 days before the end of the contract or earlier. This evaluation shall provide an objective report on the performance of each staff to provide recommendations on whether the COS hired shall either be renewed or terminated in the program.

The **Performance Rating Report (PRR)** shall include the attainment of deliverables capturing the quality, quantity, and timeliness of reports submitted; personality and psychological assessment; and physical capability to work based on the demands of the program (Annex B).

VIII. VALIDITY AND TERMINATION OF CONTRACT

A. Validity

The validity of the contract shall be based on the prescribed timeline that may vary from 1 month, three month, six months or one year contract. This shall be based on the process of the concerned regional office.

In addition, only functions included in the contract shall be the basis of functions of each staff hired. Any deviation of functions shall be discussed within the SAAD Regional SB and provide a recommendation to the NPMO Director for consideration and approval. Any changes informally provided may deem the contract invalid and shall require either termination or revision of the contract.

B. Termination

Termination of contract may be done by the employer (Program Director or SAAD Regional Focal) if the COS has the following:

1. Failing performance rating based on the evaluation used in item IV.

2. Misconduct in terms of data fraud (e.g. plagiarizing, data fabrication, etc.)
3. Negative personal behavior that affects the workplace & workforce.
4. Illegal transactions

IX. HONORARIUM

A. Definition of Terms

As defined on the Department of Budget and Management (DBM) Budget Circular 2007 – 2 or the Guidelines on the Grant of Honoraria due to Assignment in Government Special Projects, Honorarium is a form of compensation given as a token of appreciation or reward for gratuitous services on account of one’s broad and superior knowledge or expertise in a specific field for which, going by custom, tradition or propriety, no fixed price is set.

SAAD Program is a DA special project, classified as a locally funded project, that functions as an inter-agency effort which aims to help alleviate poverty headed by DA government officials, employees and hired Contract of Service (COS). These government officials and employees’ functions are over and above its regular and permanent functions from their respective DA units. On the other hand, the COS hired have full-time functions for the program.

These DA officials/employees are designated thru a Special Order signed by the head of agency. They serve as the lead and assistant lead of the managerial and technical structures of the program. However, due to limited manpower in the DA, these officials and employees have multiple functions from their mother unit vis-à-vis with the SAAD program relative to its agency’s functions.

B. Coverage and Exclusions

As guided by the DBM BC 2007 – 2, DA officials shall may claim honorarium if it meets the following qualifications:

1. Must have part-time functions with the program identified and cited in the Special Order (SO) signed by the head of the agency.
2. On the other hand, full-time designation to the program shall not qualify as eligible to claim honorarium.

C. Guidelines

The primary guidelines of the claim for honorarium shall be based on the details of the DBM BC 2007 – 2 supported in the General Provisions of the FY 2022 GAA Section 61 item e, e(i) & e(ii). To highlight, DBM BC 2007 – 2 item 4.0 and all its sub contents shall be the basis of honorarium provision. To highlight, the following are the details to be considered:

1. Part-time designation to SAAD Program.
2. Amount of honoraria shall be based on the degree of difficulty of assigned tasks and accomplishment of functions identified and submitted by the concerned DA Official/employee.

3. A special project plan must be provided prior to the release of funds. As such, the SAAD Phase 2 Implementation Guidelines shall be the basis for this plan. This shall define the following details required in a special project plan.
4. Cost of honorarium provided per person and month shall be based on the formula cited in the BC 2007 – 2.
5. Payment of honorarium may be per month quarter or semester given the all-documentary requirements are complied, submitted and accepted by the head of the reporting component, unit or sub-unit.
6. Performance rating shall be the basis for the actual honorarium (e.g. Outstanding-100%, Very Satisfactory-85% and Satisfactory-70%)
7. For rating purposes, the provided rating performance form shall be used by the program (see Annex B)
8. Basis for the qualified part-time DA Official/Employee shall be guided by the hierarchal SAAD structure equivalent to the following:
 - a. Project Manager/Project Director/ Regional Focal/ Assistant Focal or equivalent (not exceeding the monthly salary of SG 28 step 8)
 - b. Technical Staff Team Leader or Units, Sub-Units and Cluster Heads (not exceeding the monthly salary of SG 24 step 8)
 - c. Senior Technical Staff (not exceeding the monthly salary of SG 18 step 8)
 - d. Team Member/Technical Staff (not exceeding the monthly salary of SG 15 step 8)
 - e. Administrative and Procurement Staff (not exceeding the monthly salary of SG 15 step 8)
9. The total honoraria received by an individual must not exceed 25% of his annual basic salary. Designation from more than one (1) special project may be allowed provided that the total honoraria claimed will not exceed 25% cumulative.
10. No overtime pay or other allowances shall be paid nor any compensatory time-off be granted to the same personnel for the period the honoraria are granted.

These guidelines shall be in strict compliance in accordance to existing DA, DBM and COA issuances and will automatically updated if there are issuances from the DBM and/or COA that shall supersede the BC 2007 – 2.

D. Documentary Requirements

The following documents are required to claim honorarium from the program as cited on the COA Circular 2012 – 001 or the Revised Documentary Requirements for Common Government Transactions including equivalent SAAD documents:

1. Performance Evaluation Plan or Performance Rating Report
2. Office Order or Special Order
3. Terms of Reference or Deliverables to SAAD
4. Certificate of completion of project deliverables or accomplishment report
5. Special Project Plan or Implementing Guidelines
6. Authority to collect honoraria or signed SAAD HR Manual/ Implementation Guidelines

7. Certificate of Acceptance by the agency head of the deliverables per project component

X. TRAVELLING EXPENSES

Travelling expenses including TEVs, Liquidation, Cash Advance (if applicable) and the likes shall be charged under the following expenses of MOOE:

1. Travelling Expenses – for regular DA employees both assigned full-time and part-time to the project
2. Other MOOE – for SAAD Hired COS

Allocation for travelling shall be based on approved Travel Orders and Calendar of Activities. Limitation to claims shall not be imposed. However, all travels must be accounted based on plan and calendar of activities and approval by the head of the agency. Lastly, it must be in line with existing rules and regulations provided by the DA Central applicable to all DA Operating Units.

XI. SOURCE OF FUNDS

A. Contract of Service (COS)

The source of funds for expenses incurred intended for SAAD Hired Contract of Service (CoS) shall be charged to its Current or Continuing Funds under the MOOE - Other MOOE (Expense Class – Object of Expenditure) appropriated within the General Appropriations Act (GAA). It shall be based on existing Department of Budget & Management and Commission on Audit (COA) rules and regulations.

B. Honorarium

The source of funds shall be charged under Other MOOE (MOOE) subject to availability of funds existing DBM and COA rules and regulations.

XII. LIMITATIONS

Since the SAAD Program is identified as a locally funded project under DA-OSEC funds, its hiring and renewal shall be subject to the approval of the DA Secretary or alternate authorized DA Official. No positions shall be filled nor terminated w/o the consent of the DA Secretary. All hiring shall be based on existing DA, Commission on Audit (COA) and Civil Service Commission (CSC) rules and regulations.

In the case of unavailability of funds, the PMO, both national, regional and provincial, may opt to fill out its corresponding positions with regular personnel from applicable divisions. Such personnel may also claim honorarium based on their qualification guided by the DBM BC 2007 -2.

Lastly, due to possible changes in management and directives, the validity of this document shall be reviewed, renewed and approved as needed or instructed by either the NPMO Director or the DA Secretary.

XIII. EFFECTIVITY

This document shall serve as the guiding manual for hiring of SAAD Phase 2 starting fiscal year 2023.

ANNEX A

NPMO SPECIFIC

FUNCTIONS

AND DELIVERABLES

PER POSITION

Annex A: Specific Functions and Deliverables per Position

The following are the functions and deliverables per designated positions as required by the SAAD NPMO. These positions were deliberated based on the specific output required per unit and sub-unit. These are the following:

OPERATIONAL PLANNING, BUDGET, MONITORING & EVALUATION UNIT TERMS OF REFERENCE

NPMO SAAD Positions	Specific Functions	Deliverables
Supervising Economic Development Specialist	<p>Overall in-charge of the SAAD planning, budgeting and M&E across its program components. Specifically, the following are the functions:</p> <p>A. PLANNING</p> <ul style="list-style-type: none"> • Leads the formulation of the SAAD Guidelines for Planning & Budgeting • Leads the formulation of planning related policies. • Leads the cascading of direction setting to the RPMSOs and PPMSOs. • Leads the consolidation of Planning Forms needed during the Planning & Budget Cycle of the program and DA as a whole • Leads the formulation and execution of strategies for the crafting of multi-year plans of the program • Leads planning related activities, workshops and trainings related to the functions of the OPBME. • Leads the crafting of planning-related activity design, memorandum, manual and memorandum of agreements. <p>B. BUDGET</p> <ul style="list-style-type: none"> • Leads the formulation of Budget guidelines for the incoming fiscal year related to existing DA, DBM and COA related issuances • Leads the crafting of Budget utilization reports on the national level based on DA Budget, Accounting and DBM Requirement. • Leads the formulation and consolidation of documentary requirements based on DBM requirement for budget proposal and approval. • Leads national-led activities, workshops and trainings related to SAAD Budgeting including budget proposals and assessments. <p>C. MONITORING & EVALUATION</p> <ul style="list-style-type: none"> • Leads the formulation of M&E activities needed by the national to evaluate existing program implementation • Leads the report consolidation and generation related to inter and intra agency reporting • Leads the conduct of various SAAD M&E activities formulated to capture overall SAAD output. • Craft recommendations on the improvement of the program relative to updating of its guidelines. • Leads the facilitation and monitoring of external evaluations conducted by the program. <p>D. SOCIAL PREPARATION</p> <ul style="list-style-type: none"> • Leads the crafting and updating of the Social Preparation Manual. • Leads the creation of strategies and guidelines on the mainstreaming of Social Preparation • Leads the formulation of social preparation activities intended to be mainstreamed to SAAD • Leads the consolidation of report generation relative to social preparation • Leads the M&E of social preparation and crafting of policies inclined to the improvement/enhancement of its activities. <p>E. LIVELIHOOD IMPLEMENTATION</p> <ul style="list-style-type: none"> • Leads in the formulation of policy-related issuances on livelihood projects implemented • Oversees the evaluation of project proposals of the RPMSO including its consolidation • Leads the compilation, monitoring and evaluation of implemented projects and crafting of recommendations thru crafting of guidelines and templates • Leads in the crafting and updating of livelihood related manuals • Oversees and coordinates with SAAD BFAR relative to its project plans and accomplishments <p>F. MARKETING ASSISTANCE AND ENTERPRISE DEVELOPMENT</p> <ul style="list-style-type: none"> • Leads in the formulation of policy-related issuances on marketing assistance and enterprise development 	<p>1. National Consolidated SAAD Budget Forms/Report</p> <ol style="list-style-type: none"> 1. Form A (Tier 1, Tier 2 & DBM Recom) 2. BP 201 B (Tier 1, Tier 2 & DBM Recom) 3. BP 201 D (Tier 1, Tier 2 & DBM Recom) 4. BED 1 & 3 (NEP & GAA) <p>2. National Consolidated SAAD Planning Forms/Report</p> <ol style="list-style-type: none"> 1. Form B (Tier 1, Tier 2 & DBM Recom) - 22 + 22forms 2. BP 202 - 11 + 11 forms 3. BP 202 - A - 11 + 11 forms 4. BED 2 (NEP & GAA) - 22 + 22 forms <p>3. National Consolidated SAAD M&E Forms/Report</p> <ol style="list-style-type: none"> 1. BAR 1 - 11 + 11 2. Weekly Report - 264 + 264 3. M&E Reporting - 22+22 4. Annual Report - 11+11 <p>4. National Memorandum</p> <p>5. National Presentations</p> <p>6. Other related Planning, Budget and Monitoring documents (e.g. M&E reports from SPCMAD/ MED, Realignment forms, Provincial Plans, Activity Designs, etc.)</p>

	<ul style="list-style-type: none"> Leads the compilation, monitoring and evaluation of implemented projects and crafting of recommendations thru crafting of guidelines and templates Leads in the crafting and updating of marketing related manuals Leads in the inventory and auditing of SAAD enterprise established thru formulation of M&E forms Leads in the crafting of marketing strategies including coordination with the PRDC & ITDD for enhancement of existing strategies. <p>G. PROGRAM MANAGEMENT</p> <ul style="list-style-type: none"> Leads in the formulation of Human Resource Manual and Program Management Manual Leads in the policy related formulation on program management Leads the evaluation and auditing of program management thru report generation and conduct of assessments. <p>H. OTHER TASKS</p> <ul style="list-style-type: none"> Represents SAAD on any National, Regional & Provincial-led activities as instructed by the SAAD Director. Presents SAAD planning, budget and M&E activities to various DA Agencies and stakeholders as instructed by the SAAD Director. Performs other duties as assigned by the immediate supervisor/SAAD Director 	<p>7. Monthly meetings and reports generated</p> <p>8. Templates prepared re. Social Preparation, Livelihood Projects and Marketing related activities</p> <p>9. Manuals crafted</p> <p>10. Policy Guidelines crafted</p>
OPBME - SPPD		
Community Development Officer III	<p>Leads the Social Preparation and Program Management functions and deliverables including regional assignment for planning, budgeting and M&E related activities</p> <p>A. SOCIAL PREPARATION</p> <ul style="list-style-type: none"> Co-leads the crafting and updating of the Social Preparation Manual. Co-leads the creation of strategies and guidelines on the mainstreaming of Social Preparation Co-leads the formulation of social preparation activities intended to be mainstreamed to SAAD Co-leads the consolidation of report generation relative to social preparation Co-leads the M&E of social preparation and crafting of policies inclined to the improvement/enhancement of its activities. <p>B. PROGRAM MANAGEMENT</p> <ul style="list-style-type: none"> Co-leads in the formulation of Human Resource Manual and Program Management Manual Co-leads in the policy related formulation on program management Co-leads the evaluation and auditing of program management thru report generation and conduct of assessments. <p>C. PLANNING</p> <ul style="list-style-type: none"> Leads the coordination with the assigned regions and cascading of the SAAD Guidelines for Planning & Budgeting on the assigned regions. Assists in the formulation of planning related policies. Leads the consolidation of its assigned regional Planning Forms needed during the Planning & Budget Cycle of the program and DA Assists in the formulation and execution of multi-year planning of the program Assists in the conduct of planning related activities, workshops and trainings related to the functions of the OPBME. Assist in the formulation of planning-related activity design, memorandum and manuals. <p>D. BUDGET</p> <ul style="list-style-type: none"> Assist in the cascading of Budget guidelines for the incoming fiscal year Leads the consolidation of assigned regional Budget utilization reports on the national level based on DA Budget, Accounting and DBM Requirement. Leads the evaluation and consolidation of assigned regional documentary requirements based on DBM requirement for budget proposal and approval. Facilitates national-led activities, workshops and trainings related to SAAD Budgeting including budget proposals and assessments. <p>E. MONITORING & EVALUATION</p> <ul style="list-style-type: none"> Leads assigned regional & provincial M&E activities needed by the national to evaluate existing program implementation Leads report consolidation and generation related to the assigned regional offices Leads the conduct of various SAAD M&E activities on assigned region. Craft recommendations on the improvement regional and provincial implementation 	<ol style="list-style-type: none"> DA Regional SAAD Budget Forms/Report <ol style="list-style-type: none"> Form A (Tier 1, Tier 2 & DBM Recom) BP 201 B (Tier 1, Tier 2 & DBM Recom) BP 201 D (Tier 1, Tier 2 & DBM Recom) BED 1 & 3 (NEP & GAA) DA Regional SAAD Planning Forms/Report <ol style="list-style-type: none"> Form B (Tier 1, Tier 2 & DBM Recom) BP 202 BP 202 - A BED 2 (NEP & GAA) DA Regional SAAD M&E Forms/Report <ol style="list-style-type: none"> BAR 1 - 1 per month Weekly Report - 4 per month M&E Reporting - 2 per month Annual Report - 1 per year Other related Regional Planning, Budget and Monitoring documents (e.g. M&E reports from SPCMAD/ MED, etc.) Regional Presentations Templates prepared re. Social

	<ul style="list-style-type: none"> Assists in the facilitation and monitoring of external evaluations conducted by the program. <p>F. OTHER TASKS</p> <ul style="list-style-type: none"> Represents SAAD on any Regional & Provincial-led activities related to Social Preparation and Program Management as instructed by the OPBME Head/SAAD Director Presents SAAD planning, budget and M&E activities to various regional DA Agencies and stakeholders in the absence of the OPBME head and as instructed by the SAAD Director. Performs other duties as assigned by the immediate supervisor/SAAD Director 	Preparation related activities 7. Manuals crafted
Associate Project Officer I (2 staffs)	<p>Assists the Social Preparation and Program Management Lead functions and deliverables including separate regional assignment for planning, budgeting and M&E related activities</p> <p>A. SOCIAL PREPARATION</p> <ul style="list-style-type: none"> Assists the crafting and updating of the Social Preparation Manual. Assists the creation of strategies and guidelines on the mainstreaming of Social Preparation related activities Assists the formulation of social preparation activities intended to be mainstreamed to SAAD Assists the consolidation of report generation relative to social preparation Assists the M&E of social preparation and crafting of policies inclined to the improvement/enhancement of its activities. <p>B. PROGRAM MANAGEMENT</p> <ul style="list-style-type: none"> Assists in the formulation of Human Resource Manual and Program Management Manual Assists in the policy related formulation on program management Assists the evaluation and auditing of program management thru report generation and conduct of assessments. <p>C. PLANNING</p> <ul style="list-style-type: none"> Leads the coordination with the assigned regions and cascading of the SAAD Guidelines for Planning & Budgeting on the assigned regions. Assists in the formulation of planning related policies. Leads the consolidation of its assigned regional Planning Forms needed during the Planning & Budget Cycle of the program and DA Assists in the formulation and execution of multi-year planning of the program Assists in the conduct of planning related activities, workshops and trainings related to the functions of the OPBME. Assist in the formulation of planning-related activity design, memorandum and manuals. <p>D. BUDGET</p> <ul style="list-style-type: none"> Assist in the cascading of Budget guidelines for the incoming fiscal year Leads the consolidation of assigned regional Budget utilization reports on the national level based on DA Budget, Accounting and DBM Requirement. Leads the evaluation and consolidation of assigned regional documentary requirements based on DBM requirement for budget proposal and approval. Facilitates national-led activities, workshops and trainings related to SAAD Budgeting including budget proposals and assessments. <p>E. MONITORING & EVALUATION</p> <ul style="list-style-type: none"> Leads assigned regional & provincial M&E activities needed by the national to evaluate existing program implementation Leads report consolidation and generation related to the assigned regional offices Leads the conduct of various SAAD M&E activities on assigned region. Craft recommendations on the improvement regional and provincial implementation Assists in the facilitation and monitoring of external evaluations conducted by the program. <p>F. OTHER TASKS</p> <ul style="list-style-type: none"> Performs other duties as assigned by the immediate supervisor/SAAD Director 	<ol style="list-style-type: none"> DA Regional SAAD Budget Forms/Report <ol style="list-style-type: none"> Form A (Tier 1, Tier 2 & DBM Recom) BP 201 B (Tier 1, Tier 2 & DBM Recom) BP 201 D (Tier 1, Tier 2 & DBM Recom) BED 1 & 3 (NEP & GAA) DA Regional SAAD Planning Forms/Report <ol style="list-style-type: none"> Form B (Tier 1, Tier 2 & DBM Recom) BP 202 BP 202 - A BED 2 (NEP & GAA) DA Regional SAAD M&E Forms/Report <ol style="list-style-type: none"> BAR 1 - 1 per month Weekly Report - 4 per month M&E Reporting - 2 per month Annual Report - 1 per year Regional Presentations Templates prepared re. Social Preparation related activities
OPBME – FPL		
Project Development Officer III	Leads the Food Production and Livelihood Sub-Unit functions and deliverables including regional assignment for planning, budgeting and M&E related activities	1. DA Regional SAAD Budget Forms/Report

	<p>A. LIVELIHOOD IMPLEMENTATION</p> <ul style="list-style-type: none"> • Co-leads in the formulation of policy-related issuances on livelihood projects implemented • Oversees the evaluation of project proposals of the RPMSO including its consolidation • Co-leads the compilation, monitoring and evaluation of implemented projects and crafting of recommendations thru crafting of guidelines and templates • Co-leads in the crafting and updating of livelihood related manuals • Oversees and coordinates with SAAD BFAR relative to its project plans and accomplishments <p>B. PLANNING</p> <ul style="list-style-type: none"> • Leads the coordination with the assigned regions and cascading of the SAAD Guidelines for Planning & Budgeting on the assigned regions. • Assists in the formulation of planning related policies. • Leads the consolidation of its assigned regional Planning Forms needed during the Planning & Budget Cycle of the program and DA • Assists in the formulation and execution of multi-year planning of the program • Assists in the conduct of planning related activities, workshops and trainings related to the functions of the OPBME. • Assists in the formulation of planning-related activity design, memorandum and manuals. <p>C. BUDGET</p> <ul style="list-style-type: none"> • Assist in the cascading of Budget guidelines for the incoming fiscal year • Leads the consolidation of assigned regional Budget utilization reports on the national level based on DA Budget, Accounting and DBM Requirement. • Leads the evaluation and consolidation of assigned regional documentary requirements based on DBM requirement for budget proposal and approval. • Facilitates national-led activities, workshops and trainings related to SAAD Budgeting including budget proposals and assessments. <p>D. MONITORING & EVALUATION</p> <ul style="list-style-type: none"> • Leads assigned regional & provincial M&E activities needed by the national to evaluate existing program implementation • Leads report consolidation and generation related to the assigned regional offices • Leads the conduct of various SAAD M&E activities on assigned region. • Craft recommendations on the improvement regional and provincial implementation • Assists in the facilitation and monitoring of external evaluations conducted by the program. <p>E. OTHER TASKS</p> <ul style="list-style-type: none"> • Represents SAAD on any Regional & Provincial-led activities related to Food Production and Livelihood as instructed by the OPBME Head/SAAD Director • Presents SAAD planning, budget and M&E activities to various regional DA Agencies and stakeholders in the absence of the OPBME head and as instructed by the SAAD Director. • Performs other duties as assigned by the immediate supervisor/SAAD Director 	<ul style="list-style-type: none"> a. Form A (Tier 1, Tier 2 & DBM Recom) b. BP 201 B (Tier 1, Tier 2 & DBM Recom) c. BP 201 D (Tier 1, Tier 2 & DBM Recom) d. BED 1 & 3 (NEP & GAA) <p>2. DA Regional SAAD Planning Forms/Report</p> <ul style="list-style-type: none"> a. Form B (Tier 1, Tier 2 & DBM Recom) b. BP 202 c. BP 202 - A d. BED 2 (NEP & GAA) <p>3. DA Regional SAAD M&E Forms/Report</p> <ul style="list-style-type: none"> a. BAR 1 - 1 per month b. Weekly Report - 4 per month c. M&E Reporting - 2 per month d. Annual Report - 1 per year <p>4. Other related Regional Planning, Budget and Monitoring documents (e.g. M&E reports from SPCMAD/ MED, etc.)</p> <p>5. Regional Presentations</p> <p>6. Templates prepared re. Food Production and Livelihood related activities</p> <p>7. Manuals crafted</p>
Associate Project Officer II (3 staffs)	<p>Assists the Food Production and Livelihood Sub-Unit functions and deliverables including regional assignment for planning, budgeting and M&E related activities</p> <p>A. LIVELIHOOD IMPLEMENTATION</p> <ul style="list-style-type: none"> a. Assists in the formulation of policy-related issuances on livelihood projects implemented b. Assists in the evaluation of project proposals of the RPMSO including its consolidation c. Assists the compilation, monitoring and evaluation of implemented projects and crafting of recommendations thru crafting of guidelines and templates d. Assists in the crafting and updating of livelihood related manuals e. Coordinates with SAAD BFAR relative to its project plans and accomplishments <p>B. PLANNING</p> <ul style="list-style-type: none"> • Leads the coordination with the assigned regions and cascading of the SAAD Guidelines for Planning & Budgeting on the assigned regions. • Assists in the formulation of planning related policies. • Leads the consolidation of its assigned regional Planning Forms needed during the Planning & Budget Cycle of the program and DA 	<p>1. DA Regional SAAD Budget Forms/Report</p> <ul style="list-style-type: none"> a. Form A (Tier 1, Tier 2 & DBM Recom) b. BP 201 B (Tier 1, Tier 2 & DBM Recom) c. BP 201 D (Tier 1, Tier 2 & DBM Recom) d. BED 1 & 3 (NEP & GAA) <p>2. DA Regional SAAD Planning Forms/Report</p> <ul style="list-style-type: none"> a. Form B (Tier 1, Tier 2 & DBM Recom) b. BP 202

	<ul style="list-style-type: none"> Assists in the formulation and execution of multi-year planning of the program Assists in the conduct of planning related activities, workshops and trainings related to the functions of the OPBME. Assist in the formulation of planning-related activity design, memorandum and manuals. <p>C. BUDGET</p> <ul style="list-style-type: none"> Assist in the cascading of Budget guidelines for the incoming fiscal year Leads the consolidation of assigned regional Budget utilization reports on the national level based on DA Budget, Accounting and DBM Requirement. Leads the evaluation and consolidation of assigned regional documentary requirements based on DBM requirement for budget proposal and approval. Facilitates national-led activities, workshops and trainings related to SAAD Budgeting including budget proposals and assessments. <p>D. MONITORING & EVALUATION</p> <ul style="list-style-type: none"> Leads assigned regional & provincial M&E activities needed by the national to evaluate existing program implementation Leads report consolidation and generation related to the assigned regional offices Leads the conduct of various SAAD M&E activities on assigned region. Craft recommendations on the improvement regional and provincial implementation Assists in the facilitation and monitoring of external evaluations conducted by the program. <p>E. OTHER TASKS</p> <ul style="list-style-type: none"> Performs other duties as assigned by the immediate supervisor/SAAD Director 	<p>c. BP 202 - A d. BED 2 (NEP & GAA)</p> <p>3. Other related Regional Planning, Budget and Monitoring documents (e.g. M&E reports from SPCMAD/ MED, etc.)</p> <p>4. Regional Presentations</p> <p>5. Templates prepared re .Food Production and Livelihood related activities</p> <p>6. Manuals crafted</p>
Associate Project Officer I (1 staff)	<p>Supports the Food Production and Livelihood Sub-Unit functions and deliverables including regional assignment for planning, budgeting and M&E related activities</p> <p>A. LIVELIHOOD IMPLEMENTATION</p> <ul style="list-style-type: none"> Evaluate project proposals of the assigned RPMSO including its consolidation Assists in the compilation, monitoring and evaluation of implemented projects and crafting of recommendations thru crafting of guidelines and templates Assists in the crafting and updating of livelihood related manuals <p>B. PLANNING</p> <ul style="list-style-type: none"> Leads the coordination with the assigned regions and cascading of the SAAD Guidelines for Planning & Budgeting on the assigned regions. Assists in the formulation of planning related policies. Leads the consolidation of its assigned regional Planning Forms needed during the Planning & Budget Cycle of the program and DA Assists in the formulation and execution of multi-year planning of the program Assists in the conduct of planning related activities, workshops and trainings related to the functions of the OPBME. Assist in the formulation of planning-related activity design, memorandum and manuals. <p>C. BUDGET</p> <ul style="list-style-type: none"> Assist in the cascading of Budget guidelines for the incoming fiscal year Leads the consolidation of assigned regional Budget utilization reports on the national level based on DA Budget, Accounting and DBM Requirement. Leads the evaluation and consolidation of assigned regional documentary requirements based on DBM requirement for budget proposal and approval. Facilitates national-led activities, workshops and trainings related to SAAD Budgeting including budget proposals and assessments. <p>D. MONITORING & EVALUATION</p> <ul style="list-style-type: none"> Leads assigned regional & provincial M&E activities needed by the national to evaluate existing program implementation Leads report consolidation and generation related to the assigned regional offices Leads the conduct of various SAAD M&E activities on assigned region. Craft recommendations on the improvement regional and provincial implementation Assists in the facilitation and monitoring of external evaluations conducted by the program. 	<p>1. DA Regional SAAD M&E Forms/Report</p> <p>a. BAR 1 - 1 per month</p> <p>b. Weekly Report - 4 per month</p> <p>c. M&E Reporting - 2 per month</p> <p>d. Annual Report - 1 per year</p> <p>2. Other related Regional Planning, Budget and Monitoring documents (e.g. M&E reports from SPCMAD/ MED, etc.)</p> <p>3. Regional Presentations</p> <p>4. Templates prepared re .Food Production and Livelihood related activities</p> <p>5. Manuals crafted</p>

	<p>E. OTHER TASKS</p> <ul style="list-style-type: none"> Performs other duties as assigned by the immediate supervisor/SAAD Director 	
OPBME - MAED		
Market Specialist III	<p>Leads the Market Assistance and Enterprise Development Sub-Unit functions and deliverables including regional assignment for planning, budgeting and M&E related activities</p> <p>A. MARKETING ASSISTANCE AND ENTERPRISE DEVELOPMENT</p> <ul style="list-style-type: none"> Co-leads in the formulation of policy-related issuances on marketing assistance and enterprise development Co-leads the compilation, monitoring and evaluation of implemented projects and crafting of recommendations thru crafting of guidelines and templates Co-leads in the crafting and updating of marketing related manuals Co-leads in the inventory and auditing of SAAD enterprise established thru formulation of M&E forms Co-leads in the crafting of marketing strategies including coordination with the PRDC & ITDD for enhancement of existing strategies. <p>B. PLANNING</p> <ul style="list-style-type: none"> Leads the coordination with the assigned regions and cascading of the SAAD Guidelines for Planning & Budgeting on the assigned regions. Assists in the formulation of planning related policies. Leads the consolidation of its assigned regional Planning Forms needed during the Planning & Budget Cycle of the program and DA Assists in the formulation and execution of multi-year planning of the program Assists in the conduct of planning related activities, workshops and trainings related to the functions of the OPBME. Assist in the formulation of planning-related activity design, memorandum and manuals. <p>C. BUDGET</p> <ul style="list-style-type: none"> Assist in the cascading of Budget guidelines for the incoming fiscal year Leads the consolidation of assigned regional Budget utilization reports on the national level based on DA Budget, Accounting and DBM Requirement. Leads the evaluation and consolidation of assigned regional documentary requirements based on DBM requirement for budget proposal and approval. Facilitates national-led activities, workshops and trainings related to SAAD Budgeting including budget proposals and assessments. <p>D. MONITORING & EVALUATION</p> <ul style="list-style-type: none"> Leads assigned regional & provincial M&E activities needed by the national to evaluate existing program implementation Leads report consolidation and generation related to the assigned regional offices Leads the conduct of various SAAD M&E activities on assigned region. Craft recommendations on the improvement regional and provincial implementation Assists in the facilitation and monitoring of external evaluations conducted by the program. <p>E. OTHER TASKS</p> <ul style="list-style-type: none"> Represents SAAD on any Regional & Provincial-led activities related to Marketing Assistance and Enterprise Development as instructed by the OPBME Head/SAAD Director Presents SAAD planning, budget and M&E activities to various regional DA Agencies and stakeholders in the absence of the OPBME head and as instructed by the SAAD Director. Performs other duties as assigned by the immediate supervisor/SAAD Director 	<ol style="list-style-type: none"> DA Regional SAAD Budget Forms/Report <ol style="list-style-type: none"> Form A (Tier 1, Tier 2 & DBM Recom) BP 201 B (Tier 1, Tier 2 & DBM Recom) BP 201 D (Tier 1, Tier 2 & DBM Recom) BED 1 & 3 (NEP & GAA) DA Regional SAAD Planning Forms/Report <ol style="list-style-type: none"> Form B (Tier 1, Tier 2 & DBM Recom) BP 202 BP 202 - A BED 2 (NEP & GAA) DA Regional SAAD M&E Forms/Report <ol style="list-style-type: none"> BAR 1 - 1 per month Weekly Report - 4 per month M&E Reporting - 2 per month Annual Report - 1 per year Other related Regional Planning, Budget and Monitoring documents (e.g. M&E reports from SPCMD/ MED, etc.) Regional Presentations Templates prepared re. Market assistance and enterprise development related activities Manuals crafted
Associate Project Officer I (1 staff)	<p>Assists the Market Assistance and Enterprise Development Sub-Unit functions and deliverables including regional assignment for planning, budgeting and M&E related activities</p> <p>A. MARKETING ASSISTANCE AND ENTERPRISE DEVELOPMENT</p> <ul style="list-style-type: none"> Assists the compilation, monitoring and evaluation of implemented projects and crafting of recommendations thru crafting of guidelines and templates Assists in the crafting and updating of marketing related manuals Assists in the inventory and auditing of SAAD enterprise established thru formulation of M&E forms 	<ol style="list-style-type: none"> DA Regional SAAD M&E Forms/Report <ol style="list-style-type: none"> BAR 1 - 1 per month Weekly Report - 4 per month M&E Reporting - 2 per month

	<ul style="list-style-type: none"> • Assists in the crafting of marketing strategies including coordination with the PRDC & ITDD for enhancement of existing strategies. <p>B. PLANNING</p> <ul style="list-style-type: none"> • Leads the coordination with the assigned regions and cascading of the SAAD Guidelines for Planning & Budgeting on the assigned regions. • Assists in the formulation of planning related policies. • Leads the consolidation of its assigned regional Planning Forms needed during the Planning & Budget Cycle of the program and DA • Assists in the formulation and execution of multi-year planning of the program • Assists in the conduct of planning related activities, workshops and trainings related to the functions of the OPBME. • Assist in the formulation of planning-related activity design, memorandum and manuals. <p>C. BUDGET</p> <ul style="list-style-type: none"> • Assist in the cascading of Budget guidelines for the incoming fiscal year • Leads the consolidation of assigned regional Budget utilization reports on the national level based on DA Budget, Accounting and DBM Requirement. • Leads the evaluation and consolidation of assigned regional documentary requirements based on DBM requirement for budget proposal and approval. • Facilitates national-led activities, workshops and trainings related to SAAD Budgeting including budget proposals and assessments. <p>D. MONITORING & EVALUATION</p> <ul style="list-style-type: none"> • Leads assigned regional & provincial M&E activities needed by the national to evaluate existing program implementation • Leads report consolidation and generation related to the assigned regional offices • Leads the conduct of various SAAD M&E activities on assigned region. • Craft recommendations on the improvement regional and provincial implementation • Assists in the facilitation and monitoring of external evaluations conducted by the program. <p>E. OTHER TASKS</p> <ul style="list-style-type: none"> • Serves as an alternate on SAAD Regional & Provincial-led activities related to Marketing Assistance and Enterprise Development as instructed by the OPBME Head/SAAD Director • Performs other duties as assigned by the immediate supervisor/SAAD Director 	<p>d. Annual Report - 1 per year</p> <p>2. Other related Regional Planning, Budget and Monitoring documents (e.g. M&E reports from SPCMAD/ MED, etc.)</p> <p>3. Regional Presentations</p> <p>4. Templates prepared re. Market assistance and enterprise development related activities</p>
Market Specialist II (2 staff)	<p>Supports the Market Assistance and Enterprise Development Sub-Unit functions and deliverables including regional assignment for planning, budgeting and M&E related activities</p> <p>A. MARKETING ASSISTANCE AND ENTERPRISE DEVELOPMENT</p> <ul style="list-style-type: none"> • Assists in the formulation of policy-related issuances on marketing assistance and enterprise development • Assists the compilation, monitoring and evaluation of implemented projects and crafting of recommendations thru crafting of guidelines and templates • Assists in the crafting and updating of marketing related manuals • Assists in the inventory and auditing of SAAD enterprise established thru formulation of M&E forms • Assists in the crafting of marketing strategies including coordination with the PRDC & ITDD for enhancement of existing strategies. <p>B. PLANNING</p> <ul style="list-style-type: none"> • Assists the consolidation of its assigned regional Planning Forms needed during the Planning & Budget Cycle of the program and DA • Assists in the conduct of planning related activities, workshops and trainings related to the functions of the OPBME. • Assist in the formulation of planning-related activity design, memorandum and manuals. <p>C. BUDGET</p> <ul style="list-style-type: none"> • Assists the consolidation of assigned regional Budget utilization reports on the national level based on DA Budget, Accounting and DBM Requirement. • Assists the evaluation and consolidation of assigned regional documentary requirements based on DBM requirement for budget proposal and approval. • Assists in the facilitation of national-led activities, workshops and trainings related to SAAD Budgeting including budget proposals and assessments. <p>D. MONITORING & EVALUATION</p> <ul style="list-style-type: none"> • Assists assigned regional & provincial M&E activities needed by the national to evaluate existing program implementation 	<p>1. DA Regional SAAD M&E Forms/Report</p> <ul style="list-style-type: none"> a. BAR 1 - 1 per month b. Weekly Report - 4 per month c. M&E Reporting - 2 per month d. Annual Report - 1 per year <p>2. Other related Regional Planning, Budget and Monitoring documents (e.g. M&E reports from SPCMAD/ MED, etc.)</p> <p>3. Templates prepared re. Market assistance and enterprise development related activities</p>

	<ul style="list-style-type: none"> Assists report consolidation and generation related to the assigned regional offices Assists the conduct of various SAAD M&E activities on assigned region. <p>E. OTHER TASKS</p> <ul style="list-style-type: none"> Performs other duties as assigned by the immediate supervisor/SAAD Director 	
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**PUBLIC RELATIONS AND DEVELOPMENT COMMUNICATIONS UNIT
TERMS OF REFERENCE**

Senior Communication Development Officer III	<p>Overall in-charge of PR & Comms information management, production and content/brand monitoring for SAAD NPMO, assigned regions, and regional information officers (RIOs) matters</p> <p>A. MANAGEMENT</p> <ul style="list-style-type: none"> Responsible for setting goals, role delegation, setting objectives, and establishing priorities to achieve the SAAD PR & Comms Unit's targets Develops, implements, and integrates strategic communication plans that advance the SAAD Program's identity and increase its visibility Ensures knowledge awareness of the program's PR & Comms targets among the staff by providing orientation and training as applicable Oversees the creation of the SAAD Program's business content and other marketing collateral materials Monitors NPMO, and regional performances and contributions based on targets set Provides guidance or assistance to the preparation and promotion of the SAAD Saga events Act as main production staff for PR & Comms assembly, NPMO assessments and related events Oversees creation of SAAD Provincial Development Plans (PDPs) Leads continuous improvement and innovation of systems: information production, information management, transmission, branding, events <p>B. PRODUCTION</p> <ul style="list-style-type: none"> Acts as Editor-in-Chief in the production of the SAAD Program's press releases to promote government transparency and accountability Acts as Editor-in-Chief in the production of the SAAD Program's press releases to promote government transparency and accountability Acts as Editor-in-Chief in the production of the SAAD Program's monthly magazine, SAADventures Acts as Editor-in-Chief and Layout Artist in the production of the SAAD Program's monthly newsletter, SAADvocacy Acts as Editor-in-Chief in the production of the SAAD Annual Report Oversees the production of SAAD books and compendiums <p>C. MONITORING</p> <ul style="list-style-type: none"> Monitoring of content: SAAD website, NPMO social media, RPMSO social media, and taking necessary actions Prepares necessary reports and attends meeting with national, regional, and/or provincial PR & Comms Officers Conducts reinforcement activities within the covered regions for unit accomplishments 	<p>Daily PR management and monitoring Monthly coordination through meeting reflected in reports</p> <p>News, features, and editorial articles SAADvocacy issues SAADventures issues Assembly, SAAD Saga, other events organized Annual Report Compendium/ Books Assembly</p> <p>Status reports</p>
Associate Project Officer I (2 staff)	<p>In-charge of PR & Comms information management, production and content/brand monitoring for SAAD NPMO, assigned regions, and regional information officers (RIOs) matters</p> <p>A. MANAGEMENT</p> <ul style="list-style-type: none"> Management of all PR & Comms matters and requirements (communication and administrative) for NPMO and assigned SAAD regions, including monthly meeting Management of content: SAAD website, NPMO social media, RPMSO social media, and taking necessary actions Coordination: initiates and facilitates meetings and consultations with RAFIS and SAAD RIOs (target setting and status reports) Monitors performances and contributions of the assigned regions Provides guidance or assistance to the preparation and promotion of the SAAD Saga events by: <ul style="list-style-type: none"> Assisting in the conduct of consultative-meetings Helps in the creation of event marketing materials Providing online marketing and promotional collaterals On-site coverage of the event Other events management: Act as main production staff for PR&Comms assembly, NPMO assessments and related events Assists in the creation of SAAD Provincial Development Plans (PDPs) 	<p>Daily PR management and monitoring of assigned regions Reports and meetings NPMO and Regional social media postings</p> <p>Assembly, SAAD Saga, other events organized Press releases, features, and editorial articles SAADvocacy issues</p>

	<ul style="list-style-type: none"> ▪ Continuous improvement and innovation of systems: information production, information management, transmission, branding, events <p>B. PRODUCTION</p> <ul style="list-style-type: none"> • Content contributions for the SAAD Program's website and social media platforms (in news, features, editorials and other articles format), visual information materials (not limited to SAAD NPMO's use) to promote transparency, accountability, awareness and client's welfare • Acts as head producer, writer, copy editor in the production of the SAAD Program's magazine materials, SAADventures (group and individual stories of success) • Acts as writer in the production of the SAAD Program's monthly newsletter, SAADvocacy • Acts as main writer in the production of the SAAD Annual Report • Contributes in the production of SAAD books and compendiums <p>C. MONITORING</p> <ul style="list-style-type: none"> • Monitoring of content: SAD website, NPMO social media, RPMSO social media, and taking necessary actions • Prepares necessary reports and attends meeting with national, regional, and/or provincial PR&Comms Officers • Conducts reinforcement activities within the covered regions for unit accomplishments 	<p>SAADventures issues Annual Report Compendium/ Books</p> <p>Status reports</p>
<p>Communication Development Officer II (2 staff)</p>	<p>In-charge of PR & Comms information management, production and content/brand monitoring for SAAD NPMO, assigned regions, and regional information officers (RIOs) matters</p> <p>A. MANAGEMENT</p> <ul style="list-style-type: none"> • Management of all PR & Comms matters and requirements (communication and administrative) for NPMO and assigned SAAD regions, including monthly meeting • Management of content: SAAD website, NPMO social media, RPMSO social media, and taking necessary actions • Coordination: initiates and facilitates meetings and consultations with RAFIS and SAAD RIOs (target setting and status reports) • Monitors performances and contributions of the assigned regions • Provides guidance or assistance to the preparation and promotion of the SAAD Saga events by: <ul style="list-style-type: none"> ▪ Assisting in the conduct of consultative-meetings ▪ Helps in the creation of event marketing materials ▪ Providing online marketing and promotional collaterals ▪ On-site coverage of the event • Other events management: Act as main production staff for PR & Comms assembly, NPMO assessments and related events • Assists in the creation of SAAD Provincial Development Plans (PDPs) • Continuous improvement and innovation of systems: information production, information management, transmission, branding, events <p>B. PRODUCTION</p> <ul style="list-style-type: none"> • Content contributions for the SAAD Program's website and social media platforms (in news, features, editorials and other articles format), visual information materials (not limited to SAAD NPMO's use) to promote transparency, accountability, awareness and client's welfare • Acts as head producer, writer, copy editor in the production of the SAAD Program's magazine materials, SAADventures (group and individual stories of success) • Acts as writer in the production of the SAAD Program's monthly newsletter, SAADvocacy • Acts as main writer in the production of the SAAD Annual Report • Contributes in the production of SAAD books and compendiums <p>C. MONITORING</p> <ul style="list-style-type: none"> • Monitoring of content: SAD website, NPMO social media, RPMSO social media, and taking necessary actions • Prepares necessary reports and attends meeting with national, regional, and/or provincial PR & Comms Officers • Conducts reinforcement activities within the covered regions for unit accomplishments 	<p>Daily PR management and monitoring of assigned regions Reports and meetings NPMO and Regional social media postings</p> <p>Assembly, SAAD Saga, other events organized Press releases, features, and editorial articles SAADvocacy issues SAADventures issues Annual Report Compendium/ Books</p> <p>Status reports</p>

ADMINISTRATIVE AND PROCUREMENT UNIT

TERMS OF REFERENCE

<p>Sr. Admin Assistant V</p>	<p>Overall in-charge of Admin & Procurement Unit of SAAD-NPMO. Specifically, the AP head shall function based on the following:</p> <p>PROCUREMENT</p> <ul style="list-style-type: none"> • Leads the crafting of procurement related documents/requirements such as Purchase Requests (PRs), Procurement Request Action Slip (PRAS), Resolution Award, Notice of Awards, ORS, PPMP, APP, etc. • Facilitates and coordinates with offices internally (BAC) and externally (Suppliers) relative to the required procurement process • Represents and defends the NPMO's procurement plan during planning and budget cycle. • Conducts ocular inspection for site validation as required by the DA procurement • Review and assure good standing suppliers' participation on procurement/bidding process • Facilitates and coordinate on the fast tracking of Resolution Award and Notice of Award • Facilitates the liquidation process of conducted activities • Cascades updated information regarding Procurement and Administrative to the RPMSOs and PPMSOs • Facilitates the conduct of Procurement and administrative trainings in the NPMO, RPMSO and PPMSO as needed <p>ADMINISTRATIVE</p> <ul style="list-style-type: none"> • Ensure compliance to directives regarding administrative concerns of SAAD-NPMO • Handles liquidation and reimbursements for SAAD Program Director • Provides logistics support to meetings, trainings and workshop conducted by SAAD NPMO • Monitors budget obligation and utilization Status for SAAD-NPMO • Review incoming documents, disseminate to concern staff and provide recommendations of the proper course of action (approximately 20-30 docs per week) • Facilitates hiring/recruitment process for SAAD-NPMO Personnel • Review all documents prior to signature/appropriate action of the Program Director • Leads administrative functions required during the conduct of workshops and trainings of NPMO. <p>OTHER TASKS</p> <ul style="list-style-type: none"> • Performs other duties as assigned by the immediate supervisor/SAAD Director 	<ul style="list-style-type: none"> • Consolidated procurement requirements for SAAD RPMSO/PPMSO • Number of documents reviewed/disseminated and provided recommendations • Endorsement of completed documents to Personnel Division for hiring of SAAD RPMSO • Updated schedule and appointments of the SAAD Focal & Assistant Focal • liquidation/reimbursements • activities assisted • Monthly Update/Report on RPMSO Obligation and Utilization Status • Memorandum
<p>Sr. Admin Assistant II</p>	<p>Tasks shall focus on the assistance of NPMO procurement process. Primarily, the focus of the functions shall be:</p> <p>PROCUREMENT</p> <ul style="list-style-type: none"> • Serve as an alternate lead facilitating the procurement process of SAAD NPMO Program • Assists in the preparation of Project Procurement Management Plan (PPMP) of SAAD NPMO Program • Assists in the preparation of Procurement Request Action Slip (PRAS)/Purchase Request • Assists in the updating of procurement status regarding various SAAD training/workshop/activities • Coordinates with the BAC and the BAC Secretariat on the procurement needs of the Program • Act as canvasser for items (goods/services, etc.) requested by SAAD NPMO • Provide assistance in coordinating SAAD NPMO activities • Closely monitor request with the BAC, through BAC-Secretariat until the request evolved into an award of contract • Facilitate processing of payment for various suppliers • Attends all meetings related to the procurement process • Regularly checks email (provided by DA-ICTS) for updates on the status of request thru the monitoring tool software of the Procurement Division • Conducts ocular inspection for SAAD workshops and activities 	<ul style="list-style-type: none"> • PMP Report • PR/PRAS • Frequency of updates • PR/PRAS • Number of activities • ORS/DV prepared • meetings attended

	<p>OTHER TASKS</p> <ul style="list-style-type: none"> Performs other duties as assigned by the immediate supervisor/SAAD Director 	
Sr. Admin Assistant I (2 staff)	<p>Shall assist the AP unit in terms of administrative functions. As such, these functions are as follows:</p> <p>ADMINISTRATIVE</p> <ul style="list-style-type: none"> Leads the preparation and processing of Travel Order (TO) for SAAD NPMO Leads the preparation and processing of PALTO and ORS including calling PAL ticketing office for booking Provides logistics support for workshops, trainings, meetings and other SAAD activities Consolidates accomplishment report of NPMO Personnel every 15th and 30th of the month for submission to Personnel Division Assists PME and Comms Cluster for printing, binding, cutting and distribution of information material Acts as Property Officer of SAAD and document all issued items In-charge with releasing of outgoing documents for SAAD Program Maintains stock and inventory of SAAD equipment/supplies Conducts inventory of all SAAD supplies and office equipment Handles venue reservation and set-up of needed equipment during SAAD meetings and activities <p>OTHER TASKS</p> <ul style="list-style-type: none"> Performs other duties as assigned by the immediate supervisor/SAAD Director 	<ul style="list-style-type: none"> Travel Order Prepared PALTO/ORS processed activities assisted reports consolidated Tracking Report Prepared stock/inventory report prepared meetings/activities assisted
Admin Assistant V	<p>Shall assist the AP unit in terms of administrative functions. As such, these functions are as follows:</p> <p>ADMINISTRATIVE</p> <ul style="list-style-type: none"> Responsible for maintenance and up keep of SAAD vehicle Conveys the Program Director and staff to their official travels Perform clerical functions as instructed by the immediate supervisor and Program Director Provides logistics support to SAAD trainings and workshops Assist the Procurement Coordinator in canvassing of supplies and materials for SAAD Coordinates with GSD regarding SAAD vehicle requirement for repairs and regular maintenance <p>OTHER TASKS</p> <ul style="list-style-type: none"> Performs other duties as assigned by the immediate supervisor/SAAD Director 	<ul style="list-style-type: none"> Well-maintained vehicle Based on schedule As the need arises Number of activities assisted Number of canvasses made Updated vehicle ledger card

IT AND DATABASE DEVELOPMENT UNIT

TERMS OF REFERENCE

Info Systems Analyst III	<p>Acts as Head of the Information Technology (IT) Group of SAAD-NPMO. Specifically, the following are the functions of the ITDD head:</p> <p>DATABASE / WEBSERVER</p> <ul style="list-style-type: none"> Create, troubleshoot and maintain the SAAD Profiling Database using PHP with Laravel Framework with JavaScript and MARIADB for MySQL Database Create and Maintain Dashboard and Database presentation using PowerBi Create Inventory system for SAAD IT Equipment Create Monitoring System for SAAD Projects and Interventions using PHP with Laravel Framework, with JavaScript and MARIADB for MySQL Database Create new system and software relative to the components of the program Maintain, Secure and Back-up Database Create Functions and Views from Database for submission to other Office and Agency Creates/Maintains Forms used for gathering/profiling beneficiaries in regions 	<ul style="list-style-type: none"> Updated SAAD Database Number of trainings/activities conducted Beneficiary Reports Published online SAADventures Provincial Farmers Database DA News linked to SAAD website Number of meetings
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	<ul style="list-style-type: none"> Act as Approving officer for the SAAD Phase Two Database <p>WEBSITE</p> <ul style="list-style-type: none"> Create municipal Maps of Intervention and Projects using QGIS for Articles, Website and Publications Create/Maintain Project Implemented Page Maintains and update the SAAD Accomplishment dashboard Update and Maintain Plugins of Website Continues Upgrade of Style for Website Maintain Server Side of website Maintain SAAD Accomplishment Maintain user account and security Checking of SO and Memo uploaded from DA Secretary and DA SAAD Director Support for PR&Comms on creating post, pages, tables and articles <p>OTHERS</p> <ul style="list-style-type: none"> Act as Encoder for the DA ICTS' ISSP System Provides services related to collection of data/information, dissemination, sharing and access to various corporate data/information available in the network Conducts orientation and training of users on the use of the agency's network and intranet Generates Excel/PDF File required by focals from the database Conducts online meeting with regional and provincial SAAD Offices Performs other duties as assigned by the immediate supervisor and SAAD Director 	facilitated/conducted
Info Systems Analyst II (1 staff)	<p>Serves as an alternate ITDD head. Specifically, these functions are the following:</p> <p>DATABASE / WEBSERVER</p> <ul style="list-style-type: none"> Assist on maintaining SAAD Profiling Database Maintain Dashboard and Database presentation using PowerBi Assist on creating of Inventory system for SAAD IT Equipment Assist on creating of Monitoring System for SAAD Projects and Interventions Assist on creation of new system and software relative to the components of the program BackUp Database Maintains Forms used for gathering/profiling beneficiaries in regions Act as Alternate Approving officer for the SAAD Phase Two Database <p>WEBSITE</p> <ul style="list-style-type: none"> Maintain Map of Intervention and Projects Maintain Project Implemented Page Upload SO and Memo from DA Secretary and DA SAAD Director Maintain SAAD Accomplishment Create Link of Post to DA Website Support for PR&Comms on creating post, pages, tables and articles <p>OTHERS</p> <ul style="list-style-type: none"> Provides services related to collection of data/information, dissemination, sharing and access to various corporate data/information available in the network Assist in conducting orientation and training of users on the use of the agency's network and intranet Assist on conducting online meeting with regional and provincial SAAD Offices Performs other duties as assigned by the immediate supervisor and SAAD Director 	<ul style="list-style-type: none"> Updated SAAD Database Number of trainings/activities conducted Beneficiary Reports Published online SAADventures Provincial Farmers Database DA News linked to SAAD website Number of meetings facilitated/conducted
Data Controller IV (1 staff)	<p>Supports the ITDD head in all functions related to ITDD. Specifically, these functions are the following:</p> <p>DATABASE / WEBSERVER</p> <ul style="list-style-type: none"> Assist on maintaining SAAD Profiling Database Assist on Maintaining Forms used for gathering/profiling beneficiaries in regions <p>WEBSITE</p> <ul style="list-style-type: none"> Assist on Maintaining Map of Intervention and Projects Assist on Maintaining Project Implemented Page 	<ul style="list-style-type: none"> Updated SAAD Database Number of orientation/trainings assisted Beneficiary Reports Published online SAADventures

	<ul style="list-style-type: none"> • Uploading of SO and Memo from DA Secretary and DA SAAD Director • Assist on Maintaining SAAD Accomplishment • Assist on creating link of DA Post to SAAD Website • Support for PR&Comms on creating post, pages, tables and articles <p>OTHERS</p> <ul style="list-style-type: none"> • Assist on providing services related to collection of data/information, dissemination, sharing and access to various corporate data/information available in the network • Assist in conducting orientation and training of users on the use of the agency's network and intranet • Assist on conducting online meeting with regional and provincial SAAD Offices • Performs other duties as assigned by the immediate supervisor and SAAD Director 	<ul style="list-style-type: none"> • Provincial Farmers Database • DA News linked to SAAD website • Number of meetings facilitated/conducted
Data Controller III (1 staff)	<p>Supports the ITDD head in all functions related to ITDD. Specifically, these functions are the following:</p> <p>DATABASE / WEBSERVER</p> <ul style="list-style-type: none"> • Assist on encoding of profile on Database <p>WEBSITE</p> <ul style="list-style-type: none"> • Assist on Maintaining Map of Intervention and Projects • Assist on Maintaining Project Implemented Page • Uploading of SO and Memo from DA Secretary and DA SAAD Director • Assist on Maintaining SAAD Accomplishment • Assist on creating link of DA Post to SAAD Website • Support for PR&Comms on creating post and articles <p>OTHERS</p> <ul style="list-style-type: none"> • Assist on providing services related to collection of data/information, dissemination, sharing and access to various corporate data/information available in the network • Assist in conducting orientation and training of users on the use of the agency's network and intranet • Assist on conducting online meeting with regional and provincial SAAD Offices • Performs other duties as assigned by the immediate supervisor and SAAD Director 	<ul style="list-style-type: none"> • Number of trainings/activities assisted • Beneficiary Reports • Beneficiary Profile • Provincial Farmers Database

OFFICE OF THE DIRECTOR AND DEPUTY DIRECTOR TERMS OF REFERENCE

Associate Project Officer I (2 staff)	<p>Acts as the Executive Assistant of the Director and Deputy Director. These includes administrative and technical functions needed as follows:</p> <p>TECHNICAL</p> <ul style="list-style-type: none"> • Prepares presentation of the Director/Deputy Director during meetings, assessments, workshops and the likes. • Consolidate data required by the Director/Deputy relative to the incoming activities designated • Coordinates with the NPMO units on marching orders and directives by the Director/Deputy <p>ADMINISTRATIVE</p> <ul style="list-style-type: none"> • Prepares and manages the schedule of the Director/Deputy Director • Review and compilation of documents for approval of the Director/ Deputy Director • Coordinates travels and other administrative functions necessary (e.g. TO, PALTO, Reimbursements, Liquidation, etc.) <p>OTHERS</p> <ul style="list-style-type: none"> • Prepares memorandum and other communication letters across technical and administrative functions designated by the Director/ Deputy Director • Performs other duties as assigned by the immediate supervisor and SAAD Director 	<ul style="list-style-type: none"> • Reports generated • Presentations drafted • Memorandum and letters • meetings facilitated/conducted/attended
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ANNEX A - 1

RPMSO SPECIFIC

FUNCTIONS

AND DELIVERABLES

PER POSITION

Annex A-1: Specific Functions and Deliverables per Position

The following are the functions and deliverables per designated positions as required by the SAAD RPMSO. These positions were deliberated based on the specific output required per unit and sub-unit. However, the assigned RPMSO may include additional functions based on its needs. These are the following:

REGIONAL OPERATIONAL PLANNING, BUDGET, MONITORING & EVALUATION UNIT TERMS OF REFERENCE

RPMSO SAAD Positions	Specific Functions	Deliverables
REGIONAL OPBME - SPPD		
Associate Project Officer II (1 staff)	<p>Leads the Regional Social Preparation and Program Management functions and deliverables including regional assignment for planning and budgeting:</p> <p>A. SOCIAL PREPARATION</p> <ul style="list-style-type: none"> • Leads the implementation of Social Preparation activities • Trains the RPMSO and PPMSO on Social Preparation activities as provided by the National SPPD • Recommends social preparation activities to NPMO as identified on the implementation sites. • Leads the regional consolidation of report relative to social preparation • Leads the regional M&E of conducted social preparation for improvement/enhancement of its activities. <p>B. PROGRAM MANAGEMENT</p> <ul style="list-style-type: none"> • Leads in the regional implementation of Human Resource Manual and Program Management Manual • Leads in the regional evaluation of RPMSO and PPMSO functions in accordance to existing policies. • Generate reports on evaluated functions of the RPMSO and PPMSO to be submitted to the NPMO. <p>C. PLANNING</p> <ul style="list-style-type: none"> • Leads the coordination and cascading of the SAAD Guidelines for Planning & Budgeting on the covered PPMSOs. • Leads the consolidation of its assigned regional Planning Forms needed during the Planning & Budget Cycle of the program and DA • Leads in the formulation of regional multi-year planning • Assists in the conduct of regional and provincial planning related activities, workshops and trainings • Assist in the formulation of planning-related activity design, memorandum and manuals. <p>D. BUDGET</p> <ul style="list-style-type: none"> • Assist the NPMO in regional cascading of Budget guidelines for the incoming fiscal year • Leads the consolidation of regional Budget utilization reports based on DA Budget, Accounting and DBM Requirements. • Facilitates regional and provincial-led activities, workshops and trainings related to SAAD Budgeting including budget proposals and assessments. <p>E. OTHER TASKS</p> <ul style="list-style-type: none"> • Represents SAAD on any activities related to Planning, Budget, Social Preparation and Program Management as instructed by the SAAD Focal/Assistant Focal • Presents SAAD planning and budget activities to various DA Agencies and stakeholders in the absence of the SAAD Focal/ Assistant Focal. • Performs other duties as assigned by the immediate supervisor/SAAD Director 	<ol style="list-style-type: none"> 1. Regional, Provincial, Municipal and Brgy Social Preparation reports 2. Regional, Provincial, Municipal and Brgy PRA reports 3. Planning Proposals including all DA related planning documents 4. Budget Proposals including all DA related planning documents 5. Program Management-related reports

Associate Project Officer I (2-3 staffs)	<p>Assists the Regional Social Preparation and Program Management Cluster functions and deliverables including regional assignment for planning and budgeting:</p> <p>A. SOCIAL PREPARATION</p> <ul style="list-style-type: none"> Assists the implementation of Social Preparation activities Assists on the conduct of Soc prep related activities to the RPMSO and PPMSO Assists the regional consolidation of report relative to social preparation Assists the regional M&E of conducted social preparation for improvement/enhancement of its activities. <p>B. PROGRAM MAMANGEMENT</p> <ul style="list-style-type: none"> Assists in the regional implementation of Human Resource Manual and Program Management Manual Assists in the regional evaluation of RPMSO and PPMSO functions in accordance to existing policies. Generate reports on evaluated functions of the RPMSO and PPMSO to be submitted to the NPMO. <p>C. PLANNING</p> <ul style="list-style-type: none"> Assists the coordination and cascading of the SAAD Guidelines for Planning & Budgeting on the covered PPMSOs. Assists the consolidation of its assigned regional Planning Forms needed during the Planning & Budget Cycle of the program and DA Assists in the formulation of regional multi-year planning Assists in the conduct of regional and provincial planning related activities, workshops and trainings Assist in the formulation of planning-related activity design, memorandum and manuals. <p>D. BUDGET</p> <ul style="list-style-type: none"> Assist the NPMO in regional cascading of Budget guidelines for the incoming fiscal year Assists the consolidation of regional Budget utilization reports on the based on DA Budget, Accounting and DBM Requirement. Assists in the facilitation of regional and provincial-led activities, workshops and trainings related to SAAD Budgeting including budget proposals and assessments. <p>E. OTHER TASKS</p> <ul style="list-style-type: none"> Supports SAAD on any activities related to Planning, Budget, Social Preparation and Program Management as instructed by the SAAD Focal/Assistant Focal Performs other duties as assigned by the immediate supervisor/SAAD Focal/ Assistant Focal 	<ol style="list-style-type: none"> 1. Regional, Provincial, Municipal and Brgy Social Preparation reports 2. Regional, Provincial, Municipal and Brgy PRA reports 3. Planning Proposals including all DA related planning documents 4. Budget Proposals including all DA related planning documents 5. Program Management-related reports
REGIONAL OPBME - FPL		
Associate Project Officer II (1 staff)	<p>Leads the regional Food Production and Livelihood Cluster functions and deliverables including regional assignment for M&E related activities</p> <p>A. LIVELIHOOD IMPLEMENTATION</p> <ul style="list-style-type: none"> Leads in the consolidation and evaluation of livelihood project proposals Oversees the regional evaluation of project proposals of the PPMSO including its consolidation Leads the regional compilation, monitoring and evaluation of implemented projects and crafting of recommendations and reports to the SAAD Focal Leads the regional implementation of approved livelihood projects Strategize and craft plans and calendars on delivery of project interventions Coordinates with the PPMSO on project intervention deliveries Prepares technical specifications of interventions for submission to the Regional Admin and Procurement Sub-unit <p>B. MONITORING & EVALUATION</p> <ul style="list-style-type: none"> Leads assigned regional & provincial M&E activities needed by the national to evaluate existing program implementation Leads report consolidation and generation related to the implemented projects of the RPMSO Leads the conduct of various regional SAAD M&E activities on covered provinces Craft recommendations on the improvement of regional and provincial implementation on livelihood projects <p>C. OTHER TASKS</p> <ul style="list-style-type: none"> Represents SAAD on activities related to Food Production and Livelihood as instructed by the SAAD Focal/ Assistant Focal 	<ol style="list-style-type: none"> 1. Regional, Provincial and Municipal Project Inventory 2. Weekly/ Monthly M&E regional reports and recommendations 3. Related presentations 4. Regional Project Proposals 5. Project Intervention specifications 6. Municipal Development Plan

	<ul style="list-style-type: none"> • Presents SAAD M&E activities to various regional DA Agencies and stakeholders in the absence of the SAAD Focal and Assistant Focal • Performs other duties as assigned by the immediate supervisor/SAAD Focal/ Assistant Focal 	
Associate Project Officer I (2-3 staffs)	<p>Assists the Food Production and Livelihood Sub-Unit functions and deliverables including regional assignment for planning, budgeting and M&E related activities</p> <p>A. LIVELIHOOD IMPLEMENTATION</p> <ul style="list-style-type: none"> • Assists in the consolidation and evaluation livelihood project proposals • Assists the regional evaluation of project proposals of the PPMSO including its consolidation • Assists the regional compilation, monitoring and evaluation of implemented projects and crafting of recommendations and reports to the SAAD Focal • Assists the regional implementation of approved livelihood projects • Assists on the strategizing and crafting of plans and calendars related to delivery of project interventions • Coordinates with the PPMSO on project intervention deliveries • Prepares technical specifications of interventions for submission to the Regional Admin and Procurement Sub-unit <p>B. MONITORING & EVALUATION</p> <ul style="list-style-type: none"> • Assists assigned regional & provincial M&E activities needed by the national to evaluate existing program implementation • Assists report consolidation and generation related to the implemented projects of the PPMSO • Assists the conduct of various regional SAAD M&E activities on covered provinces • Craft recommendations on the improvement of regional and provincial implementation <p>C. OTHER TASKS</p> <ul style="list-style-type: none"> • Performs other duties as assigned by the immediate supervisor/SAAD Focal/ Assistant Focal 	<ol style="list-style-type: none"> 1. Regional, Provincial and Municipal Project Inventory 2. Weekly/ Monthly M&E regional reports and recommendations 3. Related presentations 4. Regional Project Proposals 5. Project Intervention specifications 6. Municipal Development Plan
REGIONAL OPBME - MAED		
Associate Project Officer II (1 officer)	<p>Leads the regional Market Assistance and Enterprise Development cluster functions and deliverables including regional assignment for M&E related activities</p> <p>A. MARKETING ASSISTANCE AND ENTERPRISE DEVELOPMENT</p> <ul style="list-style-type: none"> • Leads the regional dissemination of policy-related issuances for marketing assistance and enterprise development • Leads the regional compilation, monitoring and evaluation of implemented projects vis-à-vis its proposed enterprises • Leads the audit inventory of SAAD enterprises established based on existing policies. • Leads in the dissemination of marketing strategies to the RPMSO, PPMSO and SAAD Beneficiaries. <p>B. MONITORING & EVALUATION</p> <ul style="list-style-type: none"> • Leads assigned regional & provincial M&E activities needed by the national to evaluate existing program implementation • Leads report consolidation and generation related to the assigned regional offices • Leads the conduct of various SAAD M&E activities on assigned region. • Craft recommendations on the improvement regional and provincial implementation • Assists in the facilitation and monitoring of external evaluations conducted by the program. <p>C. OTHER TASKS</p> <ul style="list-style-type: none"> • Performs other duties as assigned by the SAAD Focal/ Assistant Focal 	<ol style="list-style-type: none"> 1. Regional and Provincial Market Plan 2. Municipal Benchmarking study 3. Feasibility Study 4. Municipal Market Map 5. Enterprise Evaluation report
Associate Project Officer I (2-3 staff)	<p>Assists the Market Assistance and Enterprise Development Sub-Unit functions and deliverables including regional assignment for planning, budgeting and M&E related activities</p> <p>A. MARKETING ASSISTANCE AND ENTERPRISE DEVELOPMENT</p> <ul style="list-style-type: none"> • Assists the regional dissemination of policy-related issuances for marketing assistance and enterprise development • Assists the regional compilation, monitoring and evaluation of implemented projects vis-à-vis its proposed enterprises • Assists the audit inventory of SAAD enterprises established based on existing policies. 	<ol style="list-style-type: none"> 1. Regional and Provincial Market Plan 2. Municipal Benchmarking study 3. Feasibility Study 4. Municipal Market Map 5. Enterprise Evaluation report

	<ul style="list-style-type: none"> Assists in the dissemination of marketing strategies to the RPMSO, PPMSO and SAAD Beneficiaries. <p>B. MONITORING & EVALUATION</p> <ul style="list-style-type: none"> Assists assigned regional & provincial M&E activities needed by the national to evaluate existing program implementation Assists report consolidation and generation related to the assigned regional offices Assists the conduct of various SAAD M&E activities on assigned region. Craft recommendations on the improvement regional and provincial implementation Assists in the facilitation and monitoring of external evaluations conducted by the program. <p>C. OTHER TASKS</p> <ul style="list-style-type: none"> Represents SAAD on activities related to Marketing Assistance and Enterprise Development as instructed by the SAAD Focal/ Assistant Focal Presents SAAD regional results on audited enterprises and the likes. Performs other duties as assigned by the SAAD Focal/ Assistant Focal 	
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REGIONAL PUBLIC RELATIONS AND DEVELOPMENT COMMUNICATIONS UNIT TERMS OF REFERENCE

Associate Project Officer I	<p>Overall in-charge of PR&Comms regional information management, production and content/brand monitoring for SAAD covered provinces and regional information officers (RIOs) matters</p> <p>A. MANAGEMENT</p> <ul style="list-style-type: none"> Responsible for setting goals, role delegation, setting objectives, and establishing priorities to achieve the SAAD PR&Comms Unit's targets Develops, implements, and integrates strategic communication plans that advance the SAAD Program's regional identity and increase its visibility Ensures knowledge awareness of the program's PR&Comms targets among the staff by providing orientation and training as applicable Oversees the creation of the SAAD Program's business content and other regional marketing collateral materials Monitors NPMO, and region's performances and contributions based on targets set Leads or assists in the preparation and promotion of the Regional SAAD Saga event Leads continuous improvement and innovation of regional information and communication system: information production, information management, transmission, branding, events <p>B. PRODUCTION</p> <ul style="list-style-type: none"> Acts as Editor-in-Chief in the production of the regional SAAD Program's press releases to promote government transparency and accountability Acts as Editor-in-Chief in the production of the region's SAADventures magazine Oversees the production of SAAD regional information, promotion, marketing, education (if necessary), reports and related communications materials <p>C. MONITORING</p> <ul style="list-style-type: none"> Monitoring of content: SAD website, NPMO social media, RPMSO social media, and taking necessary actions relative to regional targets Prepares necessary reports and attends meeting with national, regional, and/or provincial PR&Comms Officers Conducts reinforcement activities within the covered regions for unit accomplishments <p>D. OTHER TASKS</p> <ul style="list-style-type: none"> Performs other duties as assigned by the SAAD Focal/ Assistant Focal 	<p>PR management and monitoring</p> <p>Monthly coordination through meeting reflected in reports</p> <p>News, features, and editorial articles</p> <p>SAADventures issues</p> <p>Assembly, SAAD Saga,</p> <p>Status reports</p>
Information Officer II (2 staff)	<p>In-charge of PR&Comms regional information management, production and content/brand monitoring for SAAD covered and assigned provinces and regional information officers (RIOs) matters</p> <p>A. MANAGEMENT</p> <ul style="list-style-type: none"> Management of all PR&Comms matters and requirements (communication and administrative) for assigned SAAD provinces, including monthly meetings Management of content: SAAD website, NPMO social media, RPMSO social media, and taking necessary actions in relation to regional concerns 	<p>Daily PR management and monitoring of assigned regions</p> <p>Reports and meetings</p>

	<ul style="list-style-type: none"> ▪ Coordination: participates and contributes to meetings and consultations with RAFIS and SAAD NPMO IOs (target setting and status reports) ▪ Provides assistance to the preparation and promotion of the regional SAAD Saga events by: <ul style="list-style-type: none"> ---Assisting in the conduct of consultative-meetings ---Providing online marketing and promotional collaterals ---On-site coverage of the event ---Acting as production staff/assistant ▪ Contributes to continuous improvement and innovation of provincial information system: information production, information management, transmission, branding, events <p>B. PRODUCTION</p> <ul style="list-style-type: none"> • Content contributions for the SAAD Program’s website and social media platforms (in news, features, editorials and other articles format), regional and provincial visual information materials to promote transparency, accountability, awareness and client’s welfare • Acts as main researcher, writer, copy editor in the production of the SAAD Program’s magazine materials, SAADventures (group and individual stories of success) • Acts as main researcher, writer, and contributor in the production of SAAD books and compendiums <p>C. MONITORING</p> <ul style="list-style-type: none"> • Monitoring of content: SAD website, NPMO social media, RPMSO social media, and taking necessary actions relative to regional targets • Prepares necessary reports and attends meeting with national, regional, and/or provincial PR&Comms Officers • Conducts reinforcement activities within the covered regions for unit accomplishments <p>E. OTHER TASKS</p> <ul style="list-style-type: none"> • Performs other duties as assigned by the SAAD Focal/ Assistant Focal 	<p>NPMO and Regional social media postings</p> <p>Assembly, SAAD Saga, other events organized</p> <p>Press releases, features, and editorial articles</p> <p>SAADventures issues</p> <p>Status reports</p>
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REGIONAL ADMINISTRATIVE AND PROCUREMENT UNIT TERMS OF REFERENCE

<p>Sr. Admin Assistant IV</p>	<p>Overall in-charge of Admin & Procurement Unit of SAAD-NPMO</p> <p>PROCUREMENT</p> <ul style="list-style-type: none"> • Leads the crafting of procurement related documents/requirements such as Purchase Requests (PRs), Procurement Request Action Slip (PRAS), Resolution Award, Notice of Awards, ORS, PPMP, APP, etc. • Facilitates and coordinates with offices internally (BAC) and externally (Suppliers) relative to the required procurement process • Represents and defends the RPMSO and PPMSOs procurement plan during planning and budget cycle. • Conducts ocular inspection for site validation as required by the DA procurement • Review and assure good standing suppliers’ participation on procurement/bidding process • Facilitates and coordinate on the fast tracking of Resolution Award and Notice of Award • Facilitates the liquidation process of conducted activities • Cascades updated information regarding Procurement and Administrative to the RPMSOs and PPMSOs • Facilitates the conduct of Procurement and administrative trainings in the RPMSO and PPMSO as needed <p>ADMINISTRATIVE</p> <ul style="list-style-type: none"> • Manages schedule and appointments of the SAAD Focal and Assistant Focal • Ensure compliance to directives regarding administrative concerns of SAAD-RPMSO • Handles liquidation and reimbursements for SAAD Focal and Assistant Focal • Provides logistics support to meetings, trainings and workshop conducted by SAAD RPMSO • Monitors budget obligation and utilization Status for SAAD-RPMSO related to the procurement process. • Review incoming documents, disseminate to concern staff and provide recommendations of the proper course of action 	<ul style="list-style-type: none"> • Consolidated procurement requirements for SAAD RPMSO/PPMSO • Number of documents reviewed/disseminated and provided recommendations • Endorsement of completed documents to Personnel Division for hiring of SAAD RPMSO • Updated schedule and appointments of the SAAD Focal & Assistant Focal • liquidation/reimbursements • activities assisted • Monthly Update/Report on RPMSO Obligation and Utilization Status
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	<ul style="list-style-type: none"> Facilitates hiring/recruitment process for SAAD-RPMSO/PPMSO Personnel Review all documents prior to signature/appropriate action of the Program Director Leads administrative functions required during the conduct of workshops and trainings of NPMO. <p>OTHER TASKS</p> <ul style="list-style-type: none"> Consolidates documentary requirement of the PPMSO including processing of salaries, TEVs, liquidation and the likes Coordinates and consolidates PPMSO administrative requirements such as office supplies, materials, ICT and other relevant activities. Performs other duties as assigned by the immediate supervisor/SAAD Director 	<ul style="list-style-type: none"> Memorandum
Sr. Admin Assistant II	<p>Tasks shall focus on the assistance of NPMO procurement process. Primarily, the focus of the functions shall be:</p> <p>PROCUREMENT</p> <ul style="list-style-type: none"> Serve as an alternate lead facilitating the procurement process of SAAD RPMSO Program Assists in the preparation of Project Procurement Management Plan (PPMP) of SAAD NPMO Program Assists in the preparation of Procurement Request Action Slip (PRAS)/Purchase Request Assists in the updating of procurement status regarding various SAAD training/workshop/activities Coordinates with the BAC and the BAC Secretariat on the procurement needs of the Program Act as canvasser for items (goods/services, etc.) requested by SAAD NPMO Provide assistance in coordinating SAAD NPMO activities Closely monitor request with the BAC, through BAC-Secretariat until the request evolved into an award of contract Facilitate processing of payment for various suppliers Attends all meetings related to the procurement process Regularly checks email (provided by DA- Regional ICTS) for updates on the status of request thru the monitoring tool software of the Procurement Division Conducts ocular inspection for SAAD workshops and activities <p>OTHER TASKS</p> <ul style="list-style-type: none"> Assists in the consolidation of documentary requirement of the PPMSO including processing of salaries, TEVs, liquidation and the likes Coordinates and consolidates PPMSO administrative requirements such as office supplies, materials, ICT and other relevant activities. Performs other duties as assigned by the immediate supervisor/SAAD Director 	<ul style="list-style-type: none"> PMP Report PR/PRAS Frequency of updates PR/PRAS Number of activities ORS/DV prepared meetings attended
Sr. Admin Assistant I (1-2 staffs)	<p>Shall assist the AP unit in terms of administrative functions. As such, these functions are as follows:</p> <p>ADMINISTRATIVE</p> <ul style="list-style-type: none"> Leads the preparation and processing of Travel Order (TO) for SAAD NPMO Leads the preparation and processing of PALTO and ORS including calling PAL ticketing office for booking Provides logistics support for workshops, trainings, meetings and other SAAD activities Consolidates accomplishment report of NPMO Personnel every 15th and 30th of the month for submission to Personnel Division Assists PME and Comms Cluster for printing, binding, cutting and distribution of information material Acts as Property Officer of SAAD and document all issued items In-charge with releasing of outdoing documents for SAAD Program Maintains stock and inventory of SAAD equipment/supplies Conducts inventory of all SAAD supplies and office equipment Handles venue reservation and set-up of needed equipment during SAAD meetings and activities <p>OTHER TASKS</p> <ul style="list-style-type: none"> Assists in the consolidation of documentary requirement of the PPMSO including processing of salaries, TEVs, liquidation and the likes 	<ul style="list-style-type: none"> Travel Order Prepared PALTO/ORS processed activities assisted reports consolidated Tracking Report Prepared stock/inventory report prepared meetings/activities assisted

	<ul style="list-style-type: none"> Assists in the coordination and consolidation PPMSO administrative requirements such as office supplies, materials, ICT and other relevant activities. Performs other duties as assigned by the immediate supervisor/SAAD Director 	
Admin Assistant V (1 – 2 staffs)	<p>Shall assist the AP unit in terms of administrative functions. As such, these functions are as follows:</p> <p>ADMINISTRATIVE</p> <ul style="list-style-type: none"> Responsible for maintenance and up keep of SAAD vehicle Conveys the SAAD Focal, Assistant Focal and staff to their official travels Perform clerical functions as instructed by the immediate supervisor and Program Director Provides logistics support to SAAD trainings and workshops Assist the Procurement Coordinator in canvassing of supplies and materials for SAAD Coordinates with GSD regarding SAAD vehicle requirement for repairs and regular maintenance <p>OTHER TASKS</p> <ul style="list-style-type: none"> Assists in the consolidation of documentary requirement of the PPMSO including processing of salaries, TEVs, liquidation and the likes Assists in the coordination and consolidation PPMSO administrative requirements such as office supplies, materials, ICT and other relevant activities. Performs other duties as assigned by the immediate supervisor/SAAD Director 	<ul style="list-style-type: none"> Well-maintained vehicle Based on schedule As the need arises Number of activities assisted Number of canvasses made Updated vehicle ledger card

REGIONAL IT AND DATABASE DEVELOPMENT UNIT TERMS OF REFERENCE

Information System Analyst II	<p>Serves as the overall regional IT lead that mainstreams the provided system of the NPMO. Specifically, these functions are as follows:</p> <p>DATABASE/WEBSERVER</p> <ul style="list-style-type: none"> Act as Consolidator and Validator of SAAD Database Act as focal for all database related activities for the region Lead the region on the capacitation of IT related activities cascaded by the NPMO ITDD unit. Train the PPMSO on IT related requirements including data gathering, profiling and the likes Ensure submitted profile are accurate and complete Submit/Edit the Project Implemented Generates Excel/PDF file required by the focal from the database Conducts Online meeting with provincial SAAD Offices Provides overall profiling status to the SAAD NPMO <p>OTHERS</p> <ul style="list-style-type: none"> Coordinates and provides data to the Regional PRDC as required Maintains social media platforms in coordination with PRDD Provides data required by the Regional OPBME Performs other duties as assigned by the immediate supervisor and SAAD Director 	<ul style="list-style-type: none"> Updated SAAD Database Beneficiary Reports Number of meetings facilitated/conducted
Data Controller IV	<p>Assists the regional IT lead that mainstreams the provided system of the NPMO. Specifically, these functions are as follows:</p> <p>DATABASE/ WEBSERVER</p> <ul style="list-style-type: none"> Act as Encoder of the SAAD Database Assists the region on the capacitation of IT related activities cascaded by the NPMO ITDD unit. Assists in the training of the PPMSOs on IT related requirements including data gathering, profiling and the likes Encode/Upload the profiled beneficiary to the database Tagged beneficiary to project implemented Generate Excel/PDF file required by the focal from the database Provides overall profiling status to the SAAD NPMO 	<ul style="list-style-type: none"> PPMSO IT trainings conducted Beneficiary Data evaluated and submitted

	<p>OTHERS</p> <ul style="list-style-type: none"> • Performs other duties as assigned by the immediate supervisor and SAAD Focal/ Assistant Focal 	
Data Controller III	<p>Assists the regional IT lead that mainstreams the provided system of the NPMO. Specifically, these functions are as follows:</p> <p>DATABASE/ WEBSERVER</p> <ul style="list-style-type: none"> • Act as Encoder of the SAAD Database • Encode/Upload the profiled beneficiary to the database • Tagged beneficiary to project implemented • Generate Excel/PDF file required by the focal from the database • Provides overall profiling status to the SAAD NPMO <p>OTHERS</p> <ul style="list-style-type: none"> • Performs other duties as assigned by the immediate supervisor and SAAD Focal/ Assistant Focal 	<ul style="list-style-type: none"> • Updated SAAD Database • Beneficiary Reports

ANNEX A - 2

**PPMSO SPECIFIC
FUNCTIONS
AND DELIVERABLES
PER POSITION**

Annex A-2: Specific Functions and Deliverables per Position

The following are the functions and deliverables per designated positions as required by the SAAD PPMSO. These positions were deliberated based on the specific output required per unit, sub-unit and clusters. However, the assigned RPMSO may include additional functions based on its needs. These are the following:

PROVINCIAL PROGRAM MANAGEMENT SUPPORT OFFICE TERMS OF REFERENCE

PPMSO SAAD Positions	Specific Functions	Deliverables
Provincial & Municipal Implementing Sub-Cluster		
Community Development Officer III/ Associate Project Officer II	<p>Leads the Provincial and municipal conduct of SAAD Program from Social Preparation, Food Production and Livelihood, Marketing Assistance and Enterprise Development and Program Management functions and deliverables including other relevant assignments for other units and sub-units:</p> <p>A. SOCIAL PREPARATION</p> <ul style="list-style-type: none"> • Leads the implementation of Social Preparation activities in the provincial level • Facilitates training related activities on the provincial level as guided by the National and Regional SPPD • Recommends social preparation activities to RPMSO as identified on the implementation sites. • Leads the provincial consolidation of report relative to social preparation • Leads the provincial M&E of conducted social preparation for improvement/enhancement of its activities. <p>B. PROGRAM MANAGEMENT</p> <ul style="list-style-type: none"> • Generate reports on evaluated functions of the PPMSO to be submitted to the RPSMO. <p>C. MARKETING ASSISTANCE AND ENTERPRISE DEVELOPMENT</p> <ul style="list-style-type: none"> • Facilitates market related activities guided by the NPMO and RPMSO MAED unit and sub-unit • Evaluate and consolidate report relative to marketing functions specific on provincial, municipal and barangay level. <p>D. FOOD PRODUCTION AND LIVELIHOOD</p> <ul style="list-style-type: none"> • Consolidates and evaluate project proposals provided by SAAD beneficiaries and stakeholders on the provincial level • Oversees delivery of interventions and secure documentary requirements pre and post implementation • Facilitates technical trainings conducted relevant to the livelihood projects provided. • Draft and consolidate M&E reports on the status of projects provided including recommendations for improvement <p>E. OTHER TASKS</p> <ul style="list-style-type: none"> • Represents SAAD on provincial, municipal and barangay engagements • Presents SAAD activities to provincial, municipal and barangay stakeholders • Provides validated data and information needed by the RPMSO sub-units • Conduct updating of beneficiary profiles guided by the RPMSO ITDD • Performs other duties as assigned by the immediate supervisor/SAAD Focal 	<ol style="list-style-type: none"> 1. Provincial, Municipal and Brgy Social Preparation reports 2. Provincial, Municipal and Brgy PRA reports 3. Project Proposals including all DA related planning documents 4. Data for ITDD and PRDC 5. Market related reports 6. Provincial M&E reports 7. Updated beneficiary and project profiles

Associate Project Officer I/ Community Development Officer II	<p>Leads the Provincial and municipal conduct of SAAD Program from Social Preparation, Food Production and Livelihood, Marketing Assistance and Enterprise Development and Program Management functions and deliverables including other relevant assignments for other units and sub-units:</p> <p>A. SOCIAL PREPARATION</p> <ul style="list-style-type: none"> • Leads the implementation of Social Preparation activities in the municipal level • Facilitates training related activities on the municipal level as guided by the National and Regional SPPD including the PPMSO Focal • Recommends social preparation activities to PPMSO as identified on the implementation sites. • Leads the municipal and barangay consolidation of report relative to social preparation • Leads the municipal and barangay M&E of conducted social preparation for improvement/ enhancement of its activities. <p>B. PROGRAM MANAGEMENT</p> <ul style="list-style-type: none"> • Generate reports on evaluated functions of the PPMSO to be submitted to the RPSMO. <p>C. MARKETING ASSISTANCE AND ENTERPRISE DEVELOPMENT</p> <ul style="list-style-type: none"> • Facilitates market related activities guided by the NPMO and RPSMO MAED unit and sub-unit • Evaluate and consolidate report relative to marketing functions specific on provincial, municipal and barangay level. <p>D. FOOD PRODUCTION AND LIVELIHOOD</p> <ul style="list-style-type: none"> • Consolidates and evaluate project proposals provided by SAAD beneficiaries and stakeholders on the municipal level • Oversees delivery of interventions and secure documentary requirements pre and post implementation • Facilitates technical trainings conducted in the ground relevant to the livelihood projects provided. • Draft and consolidate M&E reports on the status of projects provided including recommendations for improvement <p>E. OTHER TASKS</p> <ul style="list-style-type: none"> • Represents SAAD on municipal and barangay engagements • Presents SAAD activities to municipal and barangay stakeholders • Provides validated data and information needed by the RPSMO sub-units and PPMSO sub-cluster • Conduct updating of beneficiary profiles guided by the RPSMO ITDD • Performs other duties as assigned by the immediate supervisor/SAAD Focal 	1. Municipal and Brgy Social Preparation reports 2. Municipal and Brgy PRA reports 3. Municipal and Barangay level Project Proposals 4. Data required for ITDD and PRDC 5. Municipal and Barangay level Market related reports 6. Municipal and Barangay M&E reports 7. Updated beneficiary and project profiles
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ANNEX B

PERFORMANCE

RATING REPORT

Annex B: Performance Rating Report (PRR)

The Performance Rating Report (PRR) shall be used to assess the overall performance of each SAAD NPMO, RPMSO and PPMSO staff. It will also be the basis for the program to objectively identify if there is a need to renew or terminate the contract of a certain individual. Details of the report are as follows:

Table 1: Sample Performance Evaluation/Rating Report Form (NPMO)

SPECIAL AREA FOR AGRICULTURAL DEVELOPMENT (SAAD) PROGRAM National Project Management Office									
PERFORMANCE EVALUATION/RATING REPORT FORM									
I _____ (name of COS) of the _____ (Unit assigned) Division of SAAD-NPMO commit to deliver and agree to be rated on the attainment of the following targets in accordance with the indicated measures for the period: _____ (RATING PERIOD)									
REVIEWED BY :			APPROVED BY :			RATING SCALE		(name of COS)	
						Outstanding 5			
Part II: Behavioral (20%)									
Attendance (10%)									
Q E T A									
Tardiness - (Reports to work on time) Uses time constructively									
Teamwork & Cooperation (5%) Works well with fellow employees without friction Willingly accepts changes in assignments/additional tasks when needed/when situation calls for it									
Responsiveness (5%) Handles stressful situation with tact Attends to clients/visitors/ Answers queries/Assist clients/visitors promptly and respectfully									
Final Average Rating									
Comments and Recommendations for Development Purposes :									
Discussed with		Date	Assessed by:			Date	Final Rating by:		Date
			I certify that I discussed my assessment of the performance with the employee.						
Name & Signature of Employee		Name and Signature of Immediate Supervisor			SAAD Program Director				

Legend: 1 – Quality 2 – Efficiency 3 – Timeliness 4- Average

Legend:

Quantity: The extent to which actual quantities of outputs compared with targeted quantities.

Quality: The degree to which a desired outcome is achieved.

Efficiency: The extent to which time or resources is used for the intended task or purpose. Measures whether targets are accomplished with a minimum amount or quantity of time, waste, expense, or unnecessary effort.

Timeliness: Measures whether the deliverable was done on time based on the requirements of the law and/or clients/stakeholders. Time-related performance indicators evaluate such things as project completion deadlines, time management skills, and other time- sensitive expectations.

Rating Scale:

5	Outstanding - Performance represents an extraordinary level of achievement and commitment in terms of quality and time, technical skills and knowledge, ingenuity, creativity, and initiative. Employees at this performance level should have demonstrated exceptional job mastery in all major areas of responsibility. Employee achievement and contributions to the organization are of marked excellence.
4	Very Satisfactory - Performance succeeded expectations. All goals, objectives, and targets were achieved above the established standards.
3	Satisfactory - Performance met expectations in terms of quality of work, efficiency, and timeliness. The most critical annual goals were met.
2	Unsatisfactory - Performance failed to meet expectations, and/or one or more of the most critical goals were not met.
1	Poor Performance - was consistently below expectations, and/or reasonable progress toward critical goals was not made. Significant improvement is needed in one or more important areas.

MECHANICS

The Performance Rating Report shall be graded by both the concerned staff and the immediate supervisor. The following steps shall take place in the accomplishment of the provided evaluation form:

1. The concerned staff shall include the scores aligned with the form provided. The basis of scoring shall be on a personal level and will include personal assessment of the concerned staff.
2. The immediate supervisor shall evaluate the provided accomplished form and evaluate the validity of the rating based on personal assessment of the concerned staff.
3. The form shall then be updated with the points provided by the immediate supervisor.
4. Once fully accomplished, the rank shall serve as the final basis for the scoring of the concerned staff.