I. Background

In response to the President’s directive to make the barangay and local executive officials participative in the war against illegal drugs, the DILG formulated a project to “Strengthen the Anti-Drug Abuse Councils (ADACs). This project ensures that all ADACs are not only activated, but also functional and operational. The ADACs will serve as the entity to support the implementing arms of the government in their drug reduction and clearing efforts. In addition, ADACs role does not end after drug clearing operations, they will be the lead entity tasked to formulate action plans during reformation of drug personalities. Ergo, ADACs are essential and necessary to achieve the President’s goal of a Drug Free Philippines.

II. Functions of the Anti-Drug Abuse Council – Project Management Office

To revitalize and strengthen the Anti-Drug Abuse Councils in all levels of local government, the Project Management Office shall be responsible for the following:

1. Implement strategies and corresponding activities of the Strengthening Anti-Drug Abuse Councils (ADAC) Project of the Department;
2. Consolidate efforts and ensure inter-operability of Anti-Drug Abuse Councils (ADAC) in all levels of local government;
3. Ensure the functionality of Anti-Drug Abuse Councils of provinces, cities, municipalities and barangays;
4. Collect, organize and assess all ADAC monthly reports submitted to the ADAC National Secretariat for performance evaluation;
5. Develop a set of criterion that will evaluate the performance of individual Anti-Drug Abuse Councils per level of local government; and,
6. Monitor the performance of all Anti-Drug Abuse Councils using the set performance metric.

III. Qualifications and Functions per Position of the ADAC-PMO

a. Project Manager (SG-25, Php 71, 476.00/month)
   1. Qualifications
      ▪ Must have at least four (4) years solid experience on program/project management funded by the government or private institutions;
      ▪ Bachelor’s Degree preferably in Community Development, Political Science and other fields relevant to the position;
      ▪ Must have thorough experience in monitoring and evaluation activities and data analysis;
      ▪ Must have solid experience in working and coordinating with Government Agencies, NGO’s, CSO’s, and Multilateral Development Agencies;
      ▪ Results oriented and gives high regard to professionalism;
      ▪ Must be able to manage multiple priorities under pressure, trouble-shoot, and to meet short-and long-term deadlines;
      ▪ Must have excellent written and verbal communication skills;
      ▪ Willing to travel.
   2. Functions
      ▪ Provide over-all management and supervision of the Strengthening ADAC Project;
      ▪ Oversee the day-to-day operations of the PMO;
      ▪ Closely monitor the compliance of local government units to the set guidelines of the project;
      ▪ Closely coordinate with Regional / Provincial / Field Offices of the Department on the regular and timely submission of reports;
      ▪ Initiate and maintain partnerships with other National Government Agencies (NGAs), Non-Government Organizations (NGOs), and other development partners;
      ▪ Regularly report to the Project Administrator (ASELA) on the PMO’s status and accomplishments;
      ▪ In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel and reimburse travelling and other related expenses; and,
      ▪ Perform such other functions as may be assigned.

b. Development Management Officer III (SG-18, Php 35,693.00/month)
   1. Qualifications
      ▪ Must be a Degree holder preferably in Community Development, Political Science, Public Administration or other fields relevant to the position;
Must have at least one (1) year relevant experience in program/project management, monitoring and evaluation;

Must have good analytical, oral and written communications skills;

Must be able to manage multiple priorities under pressure, trouble-shoot, and to meet short-and long-term deadlines;

Willing to travel.

2. Functions

- Oversee and manage the operation of the Support to Operations Group;
- Finalize the PMO's financial and communications plan and recommend approval of the same to the Project Manager;
- Conduct regular monitoring activities at the regional level, in coordination with the ADAC Regional Secretariat and the DILG Regional Offices;
- Finalize training and activity designs and recommend approval of the same to the Project Manager;
- Finalize and review all documents prepared by the Support to Operations Group;
- Ensure the regular and timely submission of all documents as required by the Financial Management Service, the Planning Service, and the DILG Management Committee;
- In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel and reimburse travelling and other related expenses; and,
- Perform such other functions as may be assigned.

c. Project Development Officer III (SG-18, Php 35,693.00/month)

1. Qualifications

- Must be a Degree holder preferably in Community Development, Political Science, Public Administration or other fields relevant to the position;
- Must have at least one (1) year relevant experience in program/project management, monitoring and evaluation;
- Must have good analytical, oral and written communications skills;
- Must be able to manage multiple priorities under pressure, trouble-shoot, and to meet short-and long-term deadlines;
- Willing to travel.

2. Functions

- Represent the PMO in all inter-agency coordination meetings;
- Assist the Project Manager in initiating and maintaining partnerships with other National Government Agencies (NGAs), Non-Government Organizations (NGOs), and other development partners
- In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel and reimburse travelling and other related expenses; and,
• Perform such other functions as may be assigned.

d. Administrative Officer V (SG-18, Php 35,693.00/month)

1. Qualifications
   • Must be a Degree holder preferably in Business Management, Accountancy or other fields relevant to the position;
   • Must have at least one (1) year relevant experience in office administration and management;
   • Must have good analytical, oral and written communications skills;
   • Must be able to manage multiple priorities under pressure, trouble-shoot, and to meet short-and long-term deadlines;
   • Willing to travel.

2. Functions
   • Provide over-all administrative support to the Project Management Office;
   • Coordinate the preparation of the PMO’s regular administrative and financial reports to be submitted to the Project Administrator; and,
   • Perform such other functions as may be assigned.

e. Information System Analyst (SG-16, Php 30,044.00/month)

1. Qualifications
   • Must be a Degree holder of Information Technology, Computer Science, Computer Engineering or other IT-related fields;
   • Must have relevant experience in database creation and management;
   • Must have good analytical, oral and written communications skills;
   • Must be able to manage multiple priorities under pressure, trouble-shoot, and to meet short-and long-term deadlines;
   • Must have strong initiative and can work with minimum supervision; and,
   • Willing to travel.

2. Functions
   • Receive, collect and consolidate relevant data and information necessary for timely decision making;
   • Formulate a highly-organized database management system for data banking and storage that will allow efficient data retrieval;
   • Provide basic technical support and maintenance on information technology systems to the PMO;
   • In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel and reimburse travelling and other related expenses; and,
   • Perform such other functions as may be assigned.

f. Development Management Officer II (SG-15, Php 27,565.00/month)
1. Qualifications
  - Must be a Degree holder preferably in Community Development, Political Science, Public Administration or other fields relevant to the position;
  - Must have at least one (1) year relevant experience in program/project planning and management;
  - Must have good analytical, oral and written communications skills;
  - Must be able to manage multiple priorities under pressure, trouble-shoot, and to meet short-and long-term deadlines;
  - Willing to travel.

2. Functions
  - Prepare the PMO’s planning documents such as, but not limited to, Annual Operations Plan and Budget and DBM-required documents;
  - Ensure the timely submission of all planning documents as required by the Planning Service;
  - Prepare Activity Designs in coordination with the Operations Group;
  - In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel and reimburse travelling and other related expenses; and,
  - Perform such other functions as may be assigned.

g. Information Officer II (SG-15, Php 27,565.00/month)

1. Qualifications
  - Must be a Degree holder preferably in Communication Arts, Mass Communication, Development Communication or other fields relevant to the position;
  - Must have at least one (1) year relevant experience in drafting press releases, newsletters, reports and other printed media;
  - Must have good analytical, oral and written communications skills;
  - Must be able to manage multiple priorities under pressure, trouble-shoot, and to meet short-and long-term deadlines;
  - Willing to travel.

2. Functions
  - Design and formulate content of promotional materials and press releases;
  - Respond to media inquiries about the project in coordination with the Public Affairs and Communications Service;
  - Prepare and ensure timely submission of annual accomplishment report or any related reports relevant of the project;
  - Assist in the preparation and ensure proper documentation of meetings and post-activity reports;
  - Develop and formulate the Anti-Drug Abuse Council (ADAC) project communication plan in coordination with the Public Affairs and Communications Service (PACS);
- In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel and reimburse travelling and other related expenses; and,
- Perform such other functions as may be assigned.

h. **Project Evaluation Officer II (SG-15, Php 27,565.00/month)**

1. **Qualifications**
   - Must be a Degree holder preferably in Community Development, Political Science, Public Administration or other fields relevant to the position;
   - Must have at least one (1) year relevant experience program/project monitoring and evaluation;
   - Must have good analytical, oral and written communications skills;
   - Must be able to manage multiple priorities under pressure, trouble-shoot, and to meet short-and long-term deadlines;
   - Willing to travel.

2. **Functions**
   - Provide technical assistance to the regional focal persons to ensure project objectives and outputs are met;
   - Monitor the submission of regional reports;
   - Identify strengths and weaknesses in existing data collection and management systems and propose methods to improve system;
   - Perform regular field visits to ensure the quality of data collected and to verify the accuracy of reported data;
   - In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel and reimburse travelling and other related expenses; and,
   - Perform such other functions as may be assigned.

i. **Project Development Officer II (SG-15, Php 27,565.00/month)**

1. **Qualifications**
   - Must be a Degree holder preferably in Community Development, Political Science, Public Administration or other fields relevant to the position;
   - Must have at least one (1) year relevant experience in program/project development and management;
   - Must have good analytical, oral and written communications skills;
   - Must be able to manage multiple priorities under pressure, trouble-shoot, and to meet short-and long-term deadlines;
   - Willing to travel.

2. **Functions**
   - Design and formulate training modules for trainings to be conducted by the PMO in coordination with the applicable bureaus;
   - Prepare Activity Designs in coordination with the Planning Staff;
- Conduct actual trainings for PMO personnel and other relevant participants;
- In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel and reimburse travelling and other related expenses; and,
- Perform such other functions as may be assigned.

j. Administrative Officer IV (SG-15, Php 27,565.00/month)
   1. Qualifications
      - Must be a Degree holder preferably in Business Management, Accountancy or other fields relevant to the position;
      - Must have at least one (1) year relevant experience in office administration and management;
      - Must have good analytical, oral and written communications skills;
      - Must be able to manage multiple priorities under pressure, trouble-shoot, and to meet short-and long-term deadlines;
      - Willing to travel.

   2. Functions
      - Handle all administrative needs of the Project Management Office and the Project Manager such as, but not limited to, document preparation and tracking, follow-up of documents for signature, and document coordination with other internal offices and bureaus;
      - Coordinate the preparation of the PMO’s monthly progress reports;
      - Coordinate the preparation and submission of the PMO personnel’s accomplishment reports;
      - Administer the procurement of the PMO’s office supplies and equipment;
      - In the performance of the foregoing duties and responsibilities, may be authorized to go on official travel and reimburse travelling and other related expenses; and,
      - Perform such other functions as may be assigned.

k. Administrative Assistant IV (SG-10, Php 18,217.00/month)
   1. Qualifications
      - Must be a Degree holder preferably in Business Management, Accountancy or other fields relevant to the position;
      - Must have at least one (1) year relevant experience in office administration and management;
      - Must have good analytical, oral and written communications skills;
      - Must be able to manage multiple priorities under pressure, trouble-shoot, and to meet short-and long-term deadlines;
      - Willing to travel.

   2. Functions
      - Act as repository of all financial and administrative documents of the PMO;
Receive and log invitations, calls, and other forms of communication and to refer the same to the proper personnel;
- Assist the Development Management Officer II in the preparation of drug-education materials;
- Assist the Public Relations Officer in the preparation of materials and post-activity reports for inter-agency meetings;
- Act as repository of all inter-agency coordination meetings and documents addressed to the PMO;
- Perform such other functions as may be assigned.

IV. Duration and Place of Assignment
The contract shall be for a maximum duration of six (6) months and renewable at the end of each semester upon endorsement of the Project Administrator. The program will be based at the DILG Central Office, 10th floor DILG-NAPOCOM Center, EDSA corner Quezon Avenue, Quezon City. The assignment will involve extended visits to regions and local government units.

V. Requirements for Application
Applicants are requested to submit the following requirements:

a. Letter of Intent indicating the position applying for addressed to:

   ASSISTANT SECRETARY RICOJUDGE JANVIER M ECHIVERRI
   External and Legislative Affairs
   Project Administrator – Strengthening Anti-Drug Abuse Councils;

b. Resume with at least two (2) references;

Please send all applications to oasela.dilg@gmail.com. No walk-in applicants shall be entertained.

APPROVED

RICOJUDGE JANVIER M ECHIVERRI
Assistant Secretary for External and Legislative Affairs
Project Administrator – Strengthening of ADACs