

ADMINISTRATIVE ASSISTANT

(July, 2009- December, 2009)

[P9, 500 per month inclusive of tax]

QUALIFICATION REQUIREMENTS

- Completion of two years studies in College preferably in the field of forestry, agroforestry, agriculture, computer engineering, accountancy, management, commerce, public administration, mass communications, journalism, , and other related courses
- With at least one year experience in performing administrative functions
- Physically fit and of good moral character
- Not more than 45 years old
- Preferably displaced overseas Filipino worker

TERMS OF REFERENCE

- Assist in the preparation of the Book of Accounts of the UDP and FMB budget;
- Provide encoding support of documents acted by the office;
- Liaise with DENR, Commission on Audit, Department of Budget and Management on financial matters of the UDP, FMB and CBFM-CARP;
- Assist in the review and analysis of financial reports;
- Assist in the preparation of financial reports of the UDP and FMB budget; and
- Submit report of accomplishment of activities undertaken.

ADMINISTRATIVE AIDE

(July, 2009 – December, 2009)

[P8, 500 per month inclusive of tax]

Qualifications Requirements

- At least High School Graduate
- With at least one year experience in performing messenger works and other administrative functions
- Physically fit and of good moral character
- Not more than 45 years old
- Preferably displaced overseas Filipino worker

Terms of Reference

- Receive, release, and deliver documents of FMB, CBFM-CARP, and UDP;
- Keep track status of documents submitted by FMB to DENR and other offices for appropriate actions, signature, and deliver;
- Assist in the recording and filing of documents;
- Provide Administrative support in the day to day operations of the office; and
- Prepare report of accomplishments of activities undertaken

ENGINEER I

(July, 2009-December, 2009)

[P13, 500 per month inclusive tax]

QUALIFICATION REQUIREMENTS

- BS Civil Engineering with RA 1080 eligibility
- Good moral character and physically fit
- Not more than 45 years old
- Preferably displaced overseas Filipino worker

TERMS OF REFERENCE

- Prepare plan and bills of materials for the repair and construction projects of FMB for approval of the Director through the BAC;
- Monitor the implementation of the various repair projects and submit reports of accomplishments to the Director through the Administrative Division;
- Assist the BAC Adhoc committee and technical working group in the conduct of its various activities;
- Performs other functions that may be assigned by the Chief, General Services Unit; and
- Prepare reports of accomplishments of activities undertaken.