



## TERMS OF REFERENCE

**Activity:** Authority to hire two (2) Project Development Officer I, SG11 for DICT DREAM Team

**Duration:** 21 May to June 2021  
01 July to 31 December 2021

**Particulars:** Proclamation Nos. 922 (March 8, 2020) and 928 (March 13, 2020), declared a State of Public Health Emergency and Calamity throughout the Philippines due to the Coronavirus Disease 2019 (COVID-19), and enjoined all government agencies and local government units to render full assistance and cooperation, and to mobilize the necessary resources to undertake critical, urgent, and appropriate response measures in a timely manner to address the COVID-19 threat.

On November 26, 2020, the IATF, a specialized body existing by virtue of Executive Order No. (EO) No. 168, s. 2014, issued Resolution No. (Res.) 85 creating the Data Resiliency for Ease of Access and Management (DREAM) Team headed by DICT. The DREAM Team will deploy, train, and provide support in ensuring the use of ICT solutions that are part of the COVID-19 ICT ecosystems, more particularly the Vaccination Information Management System-Immunization Registry (VIMS-IR) by all LGUs and other stakeholders nationwide to help control the spread of Covid-19 in the country.

On March 8, 2021, the Office of the Assistant Secretary for Regional Operations and Countryside ICT Development instructed all Regional Cluster Offices (RCOs) to provide full support to the activities and undertakings of the DREAM Team.

In view of the foregoing and with the limited manpower resource of ROCS and our Regional Cluster Offices, there is an urgent need to hire the hereunder recommended additional Job Order Workers for full time assignment to the DREAM Team.

Considering that an important part of the DICT's undertaking as DREAM Team's chair involves training and support for the deployment of the VIMS-IR, and that learning content to foster knowledge on operating and managing a portion of the information systems will be created, the JO engagement may be charged to the ILCDB's relevant funds. It may be noted that aside from the provisions of RA 10844<sup>1</sup>, Proc. Nos. 922 and 928, and the IATF Res. 85 serve to authorize the undertaking of the training and support activities of the DREAM Team to be supported by relevant program funds of the ILCDB.

Position Title	Duties and Responsibilities	Qualifications
<b>Project Development Officer I, SG11</b>	<i>The PDO I shall provide administrative and logistical support to the DICT DREAM Team – Monitoring and Evaluation sub-group. Assigned LGUs: Muntinlupa, Manila, Las Piñas, San Juan and Quezon City. Specifically:</i>  1. Assist in the monitoring and evaluation of the system rollout and implementation in the assigned LGUs:	<ul style="list-style-type: none"><li>● Good oral and written communication, project management, monitoring and coordination skills</li><li>● Goal-oriented, self-motivated, honest and</li></ul>

<sup>1</sup> See RA 10844, §2 (h), as state policy, on promoting the use of ICT for the enhancement of key public services such as public health and safety; §2 (h), as state policy, to ensure provision of strategic and reliable ICT resources; and § (f) (III), as mandates, on resource-sharing and capacity-building.

	<ul style="list-style-type: none"> <li>i. Assist in the conduct needs assessment of the assigned LGUs in the roll-out and implementation of the 5 covid non-vaccine apps/systems and the VIMS-VAS vaccine systems thru survey and online consultation sessions;</li> <li>ii. Coordinate with ILCDB for content creation for DREAM related training and capacity building;</li> </ul> <p>2. Provide Level 1 and as the case may be, Level 2 support to LGUs to ensure smooth system roll-out:</p> <ul style="list-style-type: none"> <li>i. Monitor the assigned LGUs viber groups to efficiently coordinate with the assigned LGUs in discussing, escalating and resolving their issues and concerns on the systems being implemented;</li> <li>ii. Cascade to LGUs the announcements, advisories, and memos regarding the implementation and usage of the systems;</li> <li>iii. Attend online meetings with the LGUs to discuss their issues and concerns;</li> </ul> <p>3. Attend and document all scheduled cadence for DREAM TEAM Cluster:</p> <ul style="list-style-type: none"> <li>i. Weekly Cadence of NCR DREAM Team;</li> <li>ii. Weekly VIMS and VAS Forum;</li> <li>iii. DILG-QC WS1 Weekly Cadence;</li> <li>iv. Meetings with assigned LGUs on VIMS and VAS excel compliance;</li> <li>v. Trainings conducted on the usage of the system to the assigned LGUs;</li> <li>vi. Other meetings concerning LGUs;</li> </ul> <p><b>M&amp;E</b></p> <p>4. Assist in the development, improvement and maintenance of M&amp;E Tools for the DREAM Team to monitor rollout and implementation of the VIMS, VAS, and other Covid-19 ICT ecosystems. Ensure that the system/tool is working properly and enhance the template according to the relevant data sets of the M&amp;E Team;</p> <p>5. Manage the file sharing and maintenance of DREAM Google email and drive:</p> <ul style="list-style-type: none"> <li>i. Create sitemap as reference and guide to the files stored within the drive;</li> <li>ii. Organize files and documents stored within the drive;</li> <li>iii. Manage the access of the Governance, Regional, NCR and other deemed necessary users to the files;</li> <li>iv. Monitor emails of DREAM M&amp;E Team</li> </ul> <p>6. Attend and document all scheduled cadence for DREAM TEAM Cluster:</p> <ul style="list-style-type: none"> <li>i. Weekly DREAM M&amp;E Team Meetings</li> <li>ii. DICT M&amp;E Meetings;</li> </ul>	<p>can work with minimum supervision</p> <ul style="list-style-type: none"> <li>● Keen attention to details and analytical skills</li> <li>● Knowledge in developing and refining data collection tools</li> <li>● Knowledge in Google Suite platform</li> <li>● Ability to identify and communicate potential problems and proposes creative solutions</li> <li>● Proficient in using computer and office software applications/tools</li> </ul> <p><b>CSC Minimum Requirements:</b></p> <ul style="list-style-type: none"> <li>● Bachelor’s Degree relevant to the job</li> <li>● Experience none required</li> <li>● Training none required</li> <li>● Career Service Professional</li> </ul>
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	<p>7. Perform other related functions as may be assigned from time to time by the NCR DREAM Team Lead, the Service Director or the next higher authorities; and</p> <p>8. Comply with the DICT policies, code of conduct and other applicable rules and regulations.</p>	
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**COMPENSATION:** In consideration of the services to be rendered, DICT shall pay the monthly compensation equivalent to **Twenty-Two Thousand Three Hundred Sixteen Pesos (Php22,316.00)** per month, plus the additional twenty percent (20%) over the basic pay in lieu of government benefits, in the total gross amount of **Twenty-Six Thousand Seven Hundred Seventy-Nine Pesos and 20/100 centavos (Php26,779.20)**.

Schedule of payment shall be two equal payments every 10<sup>th</sup> and 25<sup>th</sup> of every month provided with attached Daily Time Record (DTR) and Accomplishment Report approved by the Service Director.

The employment does not entitle the worker to benefits enjoyed by regular government employees such as PERA/AC, RATA and other additional compensation.

**LENGTH OF SERVICE:** Services shall be for the period **21 May to 30 June** and **01 July to 31 December 2021** and may be subject to extension thereof at the option of and if deemed necessary by the DICT.

DICT shall have the authority to cancel this engagement in the event of unsatisfactory performance of the staff hired and/or for such other causes authorized by law.

**SOURCE OF FUNDS:** ILCDB Funds

Approved by:

**ENGR. AMELIA S. DEAN**  
 NCR DREAM Team Lead  
 OIC Director IV  
 Regional Operations Coordination Service