

## TERMS OF REFERENCE

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (BMB) intends to engage the services of an Accounting Analyst under the AFoCO-DENR FRESH Project ("Ensuring Functioning of Cultural Ecosystem Services in an Urban Setting: Assimilating Nature for Forest Healing and Experiential Learning in Ninoy Aquino Parks and Wildlife Center [AFoCO/029/2022])" of the Ninoy Aquino Parks and Wildlife Center which also serves as the Project Site Management Office.

Service Description	:	<b>Budget Analyst [will be reporting directly to the Head, BMB – Budget Unit]</b>
Project Duration	:	<b>01 February 2025 – 30 September 2025</b>
Approved Budget for Contract	:	<b>PHP 1,478.00 per day (PHP 32,516.10 per Month; inclusive of taxes)</b>

### 1. Requirements:

The candidate should meet the following minimum requirements:

- 1.1. Bachelor's degree relevant to the job;
- 1.2. Familiar with basic budgeting rules and regulations; and,
- 1.3. Familiar with government procurement system and procedure.

### 2. Major Responsibilities:

- 2.1. Prepare program of expenditures and allocation of funds based on the approved budget, to various projects and activities of the BMB, NAPWC and specifically the AFoCO-DENR FRESH Project;
- 2.2. Handle special budget requests of the FRESH Project requiring issuance of Special Allotment Release Orders (SAROs) and Notice of Cash Allocation (NCA) to be submitted to DENR for endorsement to the Department of Budget and Management;
- 2.3. Review and process obligation requests for payrolls, Purchase order, contracts. Memorandum of Agreements, and other claims of the FRESH Project;
- 2.4. Prepare Sub-Allotment Advices (SAAs) to facilitate the FRESH Project implementation;
- 2.5. Prepare Budget Proposal Forms for the FRESH Project;
- 2.6. Prepare Budget Execution Documents for the FRESH Project;
- 2.7. Monitor budget utilization in accordance with the approved financial plan;
- 2.8. Prepare monthly and quarterly Financial Accountability Reports (FARs) of the FRESH Project, such as but not limited to:
  - Statement of Appropriation. Allotment, Obligations. Disbursements. and Balances, including Summary
  - List of Allotment and Sub-Allotments
  - Statement of Approved Budget, Utilization, Disbursements and Balances, including Summary

- 2.9. Maintain Registry of Allotment and Obligation for Maintenance and Other Operating Expense (MOOE) and Capital Outlay (CO) for the FRESH Project; and,
  - 2.10. Perform other tasks as may be assigned from time to time by the immediate supervisor.
3. **Deliverables:**
- 3.1. Relevant documents specific to BMB, NAPWC and the FRESH Project.
  - 3.2. Required budgeting reports, above-mentioned, as required by the FRESH Project, consistent with the AFoCO Manual, and as required by pertinent oversight Offices/Agencies.
4. **Applications must include:**
- 4.1. A letter of intent
  - 4.2. A curriculum vitae (personal information including current/active email address, current/active mobile number, educational background, work experience, relevant accomplishments and three (3) references)
  - 4.3. Photocopy of Transcript of Records and Diploma.

The deadline for submission of application is **04 FEBRUARY 2025**.

Qualified Applicants are advised to hand in or send through courier/email their application to:

**MARCIAL C. AMARO, JR. CESO II**  
Assistant Secretary for Biodiversity and  
Concurrent Director, Biodiversity Management Bureau  
Ninoy Aquino Parks and Wildlife Center, Quezon Avenue, Diliman Quezon City  
Telephone Nos. (63-2) 8924 6031 to 35 locals 216, 236, 240, 246  
Email address: [bmbhrdu.application@gmail.com](mailto:bmbhrdu.application@gmail.com) ; [bmbhrdu@bmb.gov.ph](mailto:bmbhrdu@bmb.gov.ph) ;  
[hrdu@bmb.gov.ph](mailto:hrdu@bmb.gov.ph) cc: [napwc@bmb.gov.ph](mailto:napwc@bmb.gov.ph)

**APPROVED:**

  
**MARCIAL C. AMARO, JR. CESO II**  
Assistant Secretary for Biodiversity and  
Concurrent Director, Biodiversity Management Bureau