



Republic of the Philippines
DEPARTMENT of AGRARIAN REFORM

ELLIPTICAL ROAD, DILIMAN, QUEZON CITY TELS. 928-70-31 TO 39

MEMORANDUM CIRCULAR

No. 03
Series of 1999

Subject: **RECRUITMENT AND SELECTION GUIDELINES FOR BIARSP
PMO VII STAFF TO BE BASED IN DUMAGUETE CITY**

I. PREFATORY STATEMENT

This guideline is hereby issued in view of the expected vacancy of posts in the Belgian Integrated Agrarian Reform Support Programme (BIARSP) Project Management Office in Region VII, based in Dumaguete City, upon the expiration of contract between the Belgian Administration for Development Cooperation (BADC) and PhilDHRRA this May 1999.

This guideline is within the framework of the FAPS implementation and operation guidelines and complemented by a Special Order identifying the composition of the Selection Committees.

II. RATIONALE

The DAR is the main executing agency responsible and accountable for the effective and efficient implementation of the Belgian Integrated Agrarian Reform Support Programme (BIARSP). Hence, DAR shall establish appropriate structure and mechanisms to oversee its organization and implementation. Relatedly, the DAR, through the Foreign-Assisted Projects Office (FAPS) shall ensure that the PMO staff are manned by adequate, competent and efficient project personnel.

As specified in the Specific Agreement, the project management of the BARSP/BIARSP is contracted by the Belgian Administration for Development Cooperation (BADC) to the selected partner NGO, which is PhilDHRRA, to provide the following personnel in PMO VII: Project Manager, Productivity Systems Development Specialist, Monitoring and Evaluation Specialist and Training Specialist. The running three-year contract with PhilDHRRA will expire on May 04, 1999.

In preparation of the expected vacancy of the posts particularly the Programme Manager, and three (3) specialists, the FAPS is establishing the guidelines and mechanisms for the recruitment and selection of said PMO staff in Region VII which is also similar to the selection process of PMO staff in Region IX.



"Tulong-tulong sa pagsulong"



III. SELECTION GUIDELINES

- A. With reference to the BIARSP Specific Agreement, remuneration for the Philippine counterpart Programme Manager and the three (3) local counterpart Specialists will require fifty (50%) of the plantilla rate as GOP contribution to the programme. Since the GOP supplemental fund has no allocation for this account, the DAR will have to prioritize applications based on the following:
1. Similar to the system of selection instituted by the BIARSP PMO IX, qualified regular DAR personnel will be given priority since this will entail no additional budget for GOP counterpart.
 2. Qualified regular personnel from other support agencies, whose office is willing to assign their staff to the project and shoulder the GOP counterpart.
 3. Other interested applicants.
- B. The Terms of Reference (TOR) for the different positions were based on the BIARSP Specific Agreement.
- C. Selection will be based on the criteria to be formulated and approved by the Selection Committee.

IV. SELECTION PROCESS

- A. The FAPs through the BIARSP National Programme Coordinating Office will receive applications for the different posts.
- B. The FAPs will provide the shortlist to the Selection Committees based on the minimum qualification requirements stipulated in the BIARSP Specific Agreement – Technical File.
- C. Time Schedule for the selection of Programme Manager position:

March 15 – 24, 1999	Open for Applications
March 16 – 26, 1999	Evaluation and Screening of Applicants
March 29 – 31, 1999	Interview of Applicants
March 31, 1999	Endorsement of Top 3 Candidates to Secretary
April 01 – 8, 1999	Endorsement of Top 2 Candidates to BADC (BADC will evaluate and issue their preference)

- D. Time Schedule for the selection of PSD, M&E and Training specialists:

March 15 – 31, 1999	Open for Applications
Mar. 15 – Apr. 7, 1999	Evaluation and Screening of Applicants
April 12 – 16, 1999	Interview of Applicants
April 19 – 23, 1999	Endorsement of Candidates to Asec. SSO
April 23 – 28, 1999	Endorsement of Candidates to BADC

V. **SELECTION COMMITTEE**

A. A Selection Committee composed of the following will be constituted to evaluate and screen the shortlisted applicants for the Programme Manager Position:

1. Assistant Secretary for SSO, Chairman
2. FAPs Executive Director
3. DARRO VII Regional Director
4. BIARSP National Programme Coordinator
5. BARBD Director

B. In addition to those indicated in A, the following shall act as members of the above Committee to review and screen applications for the Productivity Systems Development Specialist, Monitoring and Evaluation Specialist and Training Specialist.

1. PMO VII Chief Technical Adviser
2. PMO VII Programme Manager

C. The BIARSP National Programme Coordinating Office (NPCO) will serve as Secretariat to the Selection Committee.

This Memorandum Circular takes effect immediately.

Done this 2nd day of March, 1999, Diliman, Quezon City

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HORACIO R. MORALES, JR.

Secretary

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