



Republic of the Philippines
Province of Bohol
Municipality of Catigbian
☎ (038) 416-2326; 416-2327; 416-2328
Email Add: catigbianhrmo2020@gmail.com

HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICE

CERTIFICATE OF EMPLOYMENT

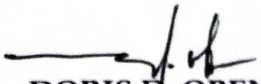
To whom it may concern:

This is to certify that **MS. KARREN L. ARRIBA** is an employee of the municipality holding the position of Municipal Coordinating Team- Community Empowerment Facilitator MCT-CEF of KC-NCDDP-AF (Contractual) since March 16, 2023 up to December 21, 2023 with Salary Grade (SG)1. The following are the roles, duties and functions of an MCT-CEF:

1. Facilitate integration of community development priorities with the development plans of the barangay development council (BDC);
2. Guide volunteers in complying with the prescribed KC-NCDDP-AF processes, including updates to the community;
3. Organize and coordinate KC-NCDDP-AF related meetings, assemblies, workshop, training and other events and ensures attendance of required personnel.
4. Facilitate resolution of conflicts & grievance to ensure smooth implementation, buy-in and support of all stakeholders;
5. Monitor the community finance management and procurement processes, detect red flags using the appropriate NCDDP instrument/ checklist, and coordinate TA with the appropriate ACT & RPMT Technical Specialist-Technical Facilitator (TF) or Regional Community Infrastructure Specialist (RCIS), Municipal Finance Analyst (MFA) or Regional Finance Analyst (RFA), as the case may be;
6. Facilitate the crafting of an O&M Plan and facilities capacity-building of the O&M team.

This certification is issued upon the request of Mrs. Arriba for whatever legal purpose this may serve her best.

Done this 22nd day of December, 2023 at Catigbian, Bohol.


DORIS D. OBENA
HRMDO