



WORKPLAN
Human Resources
Philippine Red Cross

Name: TBA	Date of Submission:
Position: Project Assistant	Date Received (for HR only):
Chapter/Department: Health Services	Received by (for HR only):

Main Responsibilities	Specific Tasks	Target Date to be Accomplished	Remarks
A. Project Management Support / Bakuna Center Operations	<ul style="list-style-type: none"> • Bakuna Center Ops • Support in organizing and planning meetings both for the NHQ and Chapter CSRs and ensure follow-up and implementation of agreed actions derived from the meetings. • Act on requests of facilitation of finance and administrative project matters. • Maintains a systematic filing and proper indexing of all project documentation, project administrative concerns, financial reports and other information related to the project. • Timely processing of relevant administrative and financial documents for purchases, procurements, activities, travels, and others. 	Monthly/on a Regular Basis.	
B. Monitoring and Reporting	<ul style="list-style-type: none"> • Support in the monitoring of the progress of the implementation of all project activities through meetings with the chapter CSRs/team, and project partners. • Support in the organizing project review and evaluation. • Follow up proper and timely submission of reporting requirements (narrative and financial) which include, but will not be limited to activity, 	Monthly/on a Regular Basis.	

	<p>training, field, monthly, quarterly, annual , and end-of-project reports.</p> <ul style="list-style-type: none"> • Ensure that plans, reports, and updates are coursed through the NFR in charge • for review and endorsement to the Health Services Manager. 		
C. Human Resources Management	<ul style="list-style-type: none"> • Support chapter/ project team' in managing and implementing projects (if applicable). 	Monthly/on a Regular Basis.	
D. Financial Management	<ul style="list-style-type: none"> • Checks voucher and financial expenses and keep record of the transactions and documents based on the Philippine Red Cross Protocols 	Monthly/on a Regular Basis.	
E. Others	<ul style="list-style-type: none"> • Whenever necessary, perform additional tasks which the Health Services Manager and Program Coordinator may assign. • Ensure that in completion of the additional task, project activities will not be compromised and respective stakeholders will be duly informed. 	Monthly/on a Regular Basis.	

(Employee signature over printed name)
Date

(Supervisor signature over printed name)
Date