



Republic of the Philippines
Department of Agriculture

**Philippine Rural Development Project (PRDP)
Luzon B Project Support Office (PSO)**

**TERMS OF REFERENCE
UTILITY Staff**

I. Background

A. Philippine Rural Development Project (PRDP) is a six-year project (2014-2020) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

B. The PRDP project

The approach of the project is **Value Chain Analysis**; Focused on Climate Resiliency and Adaptation. The tools are Value Chain Analysis and Suitability Assessment; Resources and Social Assessment. The entry point for value chain interventions at the local level is the Province.

C. Project Development Objective

The objective of the Project is to have at least 5% increase in annual real household incomes of farmers beneficiaries; 30% increase in income of targeted beneficiaries of enterprise development; 7% increase in value of annual marketed output and 20% increase in numbers of farmers and fishers with improved access to DA services.

II. Objective and Scope of the Services to be provided

The PRDP would like to invite the service of an individual for the position of **Utility Staff**. The individual to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP.

UTILITY STAFF SCOPE OF WORK:

1. Cleans rooms, buildings and surrounding;
2. Keeps office equipment and furniture clean and orderly;
3. Collect dumps and burns garbage;
4. Open doors and various windows before office hours and close them after office hours;
5. Hauls and transfers office furniture;
6. Fills drinking containers with water;
7. Wash dishes regularly and keeps toilets and closets clean and sanitary;
8. Occasionally does messengerial, minor clerical and simple carpentry work;
9. May guard building at night;
10. May drain, scrape or clean floors of industrial plant;
11. Conducts general cleaning twice a month during weekends;
12. May perform general ground maintenance work; and
13. Performs other functions as may be directed by the PSO Project Director and/or Supervisors.

REQUIRED QUALIFICATIONS

At least High School Graduate.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The Utility Staff shall be under the supervision and shall report directly to the Luzon B Project Director, and shall provide on a semi monthly basis (15th and 30th day of the month), a written accomplishment report.

Application letter with attached comprehensive CV and 2x2 picture, all in printed copy or email should be sent to prdpluzonb@gmail.com and directed to:

SHANDY M. HUBILLA

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