



Republic of the Philippines
Department of Agriculture
Philippine Rural Development Project (PRDP)
Luzon B Project Support Office (PSO)

TERMS OF REFERENCE
Administrative 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 **Administrative 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.

ADMINISTRATIVE STAFF:

1. Clerical Services such as: received/record incoming communications (answer telephones and transfer to appropriate staff member);
2. Encode forms and other documents using Microsoft office;
3. Received/record bills and statement of accounts of PRDP;
4. Sign for and distribute LBC/UPS/DHL/FedEx/Airbone packages;
5. Tracking and filing of PRDP documents;
6. Maintain and distribute weeks staff schedule;
7. Monitor and inventory office supply;
8. Operate other machines such as but not limited to photocopying machine, fax etc., and
9. Performs other functions as may be directed by the Luzon B Program Director and/or Supervisors.

Required Qualifications

1. Completion of two (2) years study in college and one (1) relevant experience
2. Four (4) hours of relevant training;
3. Knowledgeable in computer;
4. Knowledgeable and has experience in administrative works;
5. Able to work independently and with a team;
6. Able to and willing to travel as deemed necessary; and
7. Familiarity with MRDP/PRDP and other Foreign Assisted Projects within the Department.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The Administrative 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

Director, Luzon B Project Support Office
Philippine Rural Development Project
2nd Floor ITCAF Building, Dept. of Agriculture
Elliptical Road, Diliman, Quezon City

Tel. No. 294-9102/294-3136