



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Regional Field Office 8, Tacloban City
Office of the Project Director
Regional Project Coordination Office No. 8 (RPCO8)
Tel. Nos.: (053)325-7242; (053)325-9618; (053) 325-9883
Email: prdp.rpco8@gmail.com

TERMS OF REFERENCE (TOR)

JOB TITLE : **ADMINISTRATIVE OFFICER III – I-SUPPORT**

OFFICIAL STATION : Regional Project Coordination Office 8 (RPCO 8)
Department of Agriculture, RFO 8, Tacloban City

JOB TYPE : Individual Consultant – Contractual

JOB DURATION : October 2015 to December 2015

MONTHLY SALARY : Php 30,000.00

OBJECTIVES:

The PRDP-RPCO 8 would like to invite the services of individual for the position of Administrative Officer III. 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-RPCO8.

SCOPE OF WORK:

1. Assist the Administrative Unit Head in directing and supervising the administrative functions of the RPCO8;
2. Coordinates all activities of the RPCO8 Components and Units;
3. Act for and in the absence of the Administrative Unit Head;
4. Administer personnel policies, rules and regulation of the Project;
5. Prepares payroll and disbursement vouchers for salaries, allowances and other payments for different claims/financial transactions;
6. Administer and manage the contract of services of the RPCO8 personnel;
7. Draft correspondence on administrative and project matters;
8. Assist the RPCO8 Procurement Unit on the procurement activities of the Project;
9. Prepare Program inventory reports of assets, property and equipment and assist the DA Inventory Team in the conduct of physical inventory and reconciliation of accounts for the project;
10. Assist the DA Property Inspector on the delivery and inspection of properties, supplies and equipment of the project; and
11. Assist in the preparation of work and financial plan, procurement plan and other reports;
12. Undertake and supervise all preparation works for procurement of properties, supplies and equipment;
13. Performs other functions as may be directed by the RPCO8 Program Director and/or Supervisors.

REQUIRED QUALIFICATIONS:

1. Bachelor's Degree with a minimum of two (2) years of relevant experience;
2. Eight (8) hours of relevant training;
3. Proficiency in computer skills (MS Office, Word, Excel and Powerpoint);
4. Relevant experience in administrative work with foreign-assisted project is an advantage.
5. Able to work independently and with a team;
6. Willing to travel as deemed necessary;

Expression of Interest, Curriculum Vitae and all necessary supporting documents, in a sealed envelope marked "HIRING OF CONSULTANCY SERVICES (ADMINISTRATIVE OFFICER III – I-SUPPORT COMPONENT) (SOLICITATION NO. RPCO8-SIC-019-15)." to be sent at the address below on the dates specified in the PhilGeps posting.

**Department of Agriculture Regional Field Office No. 8
PRDP – RPCO 8 SBAC Secretariat Office
3rd Floor, Administrative Building
Kanhuraw Hill, Tacloban City**

Prepared by:

Recommending Approval:

**(sgd) ZENAIDA S. ABUNALES
D.**

Supervising Administrative Officer
I-SUPPORT Component Head
PRDP-RPCO 8

(sgd)JENNY LYN R. ALMERIA, Ph.

Chief Administrative Officer and
PRDP-RPCO8 Focal Person

Approved by:

LEO P. CAÑEDA, CESO III
Regional Executive Director and
PRDP-RPCO8 Project Director

FOR AND IN BEHALF OF THE PROJECT DIRECTOR:

(sgd) JENNY LYN R. ALMERIA, Ph.D.
PRDP – RPCO 8, Deputy Project Director