



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 : **PROJECT DEVELOPMENT ASSOCIATE (PDA) – 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 25,000.00

A. OBJECTIVE:

The Project Development Associate (PDA) will be engaged to provide the necessary services, inputs and support to the concerned component/unit. The PDA will ensure that tasks, events and all other deliverables are delivered in a timely, efficient and effective manner.

B. JOB DESCRIPTION:

Reporting directly to the concerned component/unit head, the PDA shall oversee the provision of necessary technical support to ensure the effective, efficient and timely conduct and delivery of correspondences/trainings/meetings of the concerned component/unit. The PDA shall ensure that necessary technical specifications and requirements of the concerned component/unit were met.

C. SCOPE OF WORK:

1. Received/record incoming communications;
2. Encode forms and other documents;
3. Received/record bills and statement of accounts of PRDP;
4. Conduct canvass from three suppliers for evaluation of DA-BAC
5. Prepare PR/PRAS for meals, obligation requests, vouchers and other documents for gasoline and other claims related to PRDP ;
6. Facilitate/follow up of payment of salaries, allowances and other payments/claims related to PRDP;
7. Tracking and filing of PRDP documents;
8. Coordinate and follow-up various reports submission of the project to and from the oversight agencies;
9. Prepares and consolidates various documents needed in processing of training and other relevant claims;
10. Draft/Prepare PRDP related documents;
11. Maintain records of all official documents related to PRDP in both hard copy and electronic file;
12. Keep records of monthly workshop/seminar and other PRDP related reports;
13. Arrange PRDP activities;

14. Operate other machines such as but not limited to photocopying machine, fax etc., and
15. Perform other functions as may be directed by the Project Director and/ or Supervisors.

D. 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 willing to travel as deemed necessary; and
7. Familiarity and exposure to other Foreign- Assisted Projects within the will be an added asset.

Expression of Interest, Curriculum Vitae and all necessary supporting documents, in a sealed envelope marked “HIRING OF CONSULTANCY SERVICES (PROJECT DEVELOPMENT ASSOCIATE – I-SUPPORT COMPONENT) (SOLICITATION NO. RPCO8-SIC-018-15).” 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
Supervising Administrative Officer
I-SUPPORT Component Head
PRDP-RPCO 8

(sgd) JENNY LYN R. ALMERIA, Ph. D.
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 Project Director