



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PRO ECT
National Program Coordination Office
4th Floor, Department of Agriculture Building
Elliptical Road, Diliman, Quezon City

TERMS OF REFERENCE (TOR) Administrative Unit

I. Background

A. Philippine Rural Development Program (PRDP)

PRDP is a six-year program (2013-2019) 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 program

The approach of the program 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. Program Development Objective

The objective of the Program 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 services of individuals for the position of Administrative Assistant, Driver, Messenger and Utility Worker. The individuals to be hired will be engaged to provide services, inputs and support to the Program's implementation and capacity-strengthening activities for the PRDP. The following are the positions available, works to be accomplished and the qualifications of individuals to be hired for the Program:

A.) DRIVER/CHAUFFEUR

1. Transport the Deputy Program Director, Component and Unit Heads and staff to and from place where official business is transacted;
2. Monitor the status and condition of the vehicle under his responsibility and initiates requests for its needed maintenance and repair;
3. Regularly cleans the vehicle under his responsibility;
4. Sees to it that the vehicle under his responsibility is in safe premises, whenever if it is not in use;
5. Maintains a record of all trips made as well as the consumption of fuel and other materials used for the operation and maintenance of vehicle;
6. Assist in the delivery of outgoing PRDP documents; and
7. Performs other functions as may be directed by the Deputy Program Director and/or Supervisors.

Required Qualifications

1. Elementary School Graduate
2. Professional Driver License

B.) UTILITYWORKER

1. Cleans rooms, buildings and surrounding;
2. Keeps office equipment and furniture clean and orderly;
3. Collect dumps and burn garbage;
4. Open doors and various windows before office hours and closes them after office hours;
5. Hauls and transfers office furniture;
6. Fills drinking containers with water;
7. 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. May perform general ground maintenance work; and
12. Performs other functions as may be directed by the Deputy Program Director and/or Supervisors.

Required Qualifications

1. High School Graduate