

## TERMS OF REFERENCE

For

### Messenger

Component/Unit : I-SUPPORT Administrative Unit  
Job Title : Messenger  
Job Type : Contractual  
Monthly Salary : Php18,000.00  
Official Station : Regional Project Coordination Office

#### SCOPE OF WORK:

The Messenger shall:

1. The Messenger shall be responsible for the coordination of all activities of RPCO- XI with the Projects, Components and Units.
2. Disseminates communications and other important documents to different offices.
3. Canvass the required goods and services from different suppliers/contractors.
4. Facilitates the payments of office supplies and services.
5. Assists the DA- RPCO XI Property Inspectors in inspection of the delivery of properties and supplies.
6. Perform other task that may be assigned by the Deputy Project Director and/or Immediate Supervisor.

#### DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The Messenger shall report directly to the Deputy Program Director and shall provide on a semi monthly basis (15th and 30th day of the month), a written accomplishment report.


#### QUALIFICATION STANDARDS:

1. College graduate.
2. One (1) year relevant experience.—
3. Minimum of four (4) hours of relevant training.—
4. Proficient in written and oral communications.—
5. Computer literate with high proficiency in MS word, excel and power point—

#### JOB LOCATION:

The Messenger will be directly reporting to the DA PRDP RPCO XI I-SUPPORT Administrative Unit.

Prepared and Noted by:

  
**MARIA FEBE T. ORBE**  
OIC-ARD for Operations/  
RPCO Deputy Coordinator

Approved:

  
**REMELYN R. RECOTER, MNSA, CESO III**  
Regional Director