Republic of the Philippines

**DEPARTMENT OF AGRICULTURE**

Regional Field Office 6, Iloilo City

**Office of the Project Director**

PRDP Project Support Office (PSO) for Visayas

Tel. Nos.: (033)330-1722; (033)337-3549; Fax: (033) 336-4221

 Email: psovisayas@gmail.com

**TERMS OF REFERENCE (TOR)**

**FOR**

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**ADMINISTRATIVE OFFICER III**

**OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED**

The PRDP 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.

**JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:**

1. Assists the Administrative Unit Head in orchestrating and managing administrative support functions & various program Component and Units;
2. Monitor and supervises the execution of administrative support service in coordination with Project Development Assistants (PDAs) of RPCO 6’s Program components;
3. Disseminate information, issuances, memoranda and orders from NPCO, PSO & RPCO 6 Components & Units;
4. Acts for and in the absence of the Administrative Unit Head, specifically on issues and concerns pertaining to administrative and support functions;
5. Receives, number and initials Travel Orders, application for leave requests and other personnel actions of all RPCO 6 hired & detailed personnel;
6. Gathers and reviews on a periodic basis all the performance Evaluation Sheet/ Form of hired consultants and facilitate its corresponding completion with their Immediate Supervisor.
7. Supervises the timely preparation of payroll for the incentives/ honorarium of RPAB members in coordination with the Project Development Associates (PDAs) from the I-BUILD and I-REAP;
8. Prepares and facilitates payroll for the incentives/honorarium of organic personnel of RPCO6
9. Drafts communication letters, administrative issuances on program matters, if necessary for and in line of the Unit Head;
10. Assists the I-PLAN, the Procurement Unit and the Budget Unit in the preparation of Work & Financial Plan, Procurement Plan and other reports
11. Supervise the preparation and facilitates canvass, abstract, letter order and other pertinent documents related to catering activities in coordination with PDA’s of each component/units
12. Takes custody and files all copies of program and administrative records and facilitate access and retrieval of the same;
13. Initials Request of Vehicles, Travel Orders, and Trip Tickets of drivers for all PRDP-related travels and use; and
14. Performs other functions as may be directed by the higher authorities.

**REQUIRED QUALIFICATIONS**

1. **Education**

Bachelor’s Degree and with minimum experience of three (3) years of

 relevant experience in administrative functions.

1. **Job Experience Skills and Knowledge**
2. Twenty Four (24) hours of relevant training;
3. Proficiency in computer skills (MS Office, Excel and Powerpoint);
4. Knowledgeable and has experience in administrative works will be an added advantage;
5. Able to work independently and with a team;
6. Able to willing to travel as deemed necessary; and
7. Familiarity with MRDP/PRDP and other Foreign Assisted Projects within the Department.

**RECOMMENDING APPROVAL:**

**MANUEL O. OLANDAY**

**RPCO 6 Deputy Project Director/**

**Regional Executive Director**

**APPROVED:**

**ENGR. ROY M. ABAYA**

**OIC- Regional Executive Director**

**PRDP Project Director**

**PSO - Visayas Cluster**