Republic of the Philippines

**DEPARTMENT OF AGRICULTURE**

**Philippine Rural Development Project**

Project Support Office (PSO) Visayas Cluster

 3rd Flr. Evangeline Bldg., R. Colina St., Ibabao-Estancia

Mandaue City, Cebu 6014

Tel Nos (032) 349-2824/2826

Email: psovisayas@gmail.com

**TERMS OF REFERENCE (TOR)**

**FOR**

**ADMINISTRATIVE STAFF**

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

The Administrative Staff to be hired will be under the supervision of Administrative Unit Head to provide services, inputs and support to the Unit.

**JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:**

1. Facilitates/ follows up payment of salaries, allowances and other claims related to PRDP;
2. Tracking and filing of PRDP documents;
3. Coordinates and follows up various report of the project for submission to and from the oversight agencies;
4. Prepares and consolidates various documents needed in processing of office accounts and other related claims;
5. Drafts/prepares PRDP related documents;
6. Maintains records of all official documents related to PRDP in both hard copy and electronic file;
7. Keeps records of monthly workshop/seminar and other PRDP related reports;
8. Arranges PRDP Activities;
9. Operate other machines such as but not limited to photocopying machine, fax etc., and
10. Performs other functions as may be directed by the Deputy Project Director and/ or Supervisors.

**REQUIRED QUALIFICATIONS**

1. **Education**

Bachelor’s Degree in Business Administration, Management or any related field.

1. **Job Experience Skills and Knowledge**
2. Twenty four (24) 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. Willing to travel as deemed necessary; and
7. Familiarity with MRDP/PRDP and other Foreign Assisted Projects within the Department.

**APPROVED:**

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

Regional Executive Director, DA-RFO VI/

Project Director