



Republic of the Philippines  
DEPARTMENT OF AGRICULTURE  
Regional Field Office No. 6, Iloilo City  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**  
PROGRAM SUPPORT OFFICE – VISAYAS  
**Regional Project Coordinating Office No. 6**  
Tel. No/s. (033) 337 88 12

## **TERMS OF REFERENCE (TOR)**

**FOR**

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### **PROGRAM DEVELOPMENT ASSOCIATE (PDA) For I-PLAN Component**

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#### **OBJECTIVES AND SCOPE OF SERVICES TO BE PROVIDED:**

The **Project Development Associate for I-PLAN Component** will be directly reporting to the I-PLAN Component Head to assist in various planning activities and extend technical support to the Unit.

#### **JOB DESCRIPTION/DUTIES AND RESPONSIBILITIES:**

1. Assist in the implementation of PRDP, specifically in I-PLAN activities such as conduct of value chain analyses (VCA) and provincial commodity(ies) investment plan (PCIPs);
2. Assists in the conduct of seminars and meeting in the I-PLAN Component.
3. Prepares presentation materials, documentation and reports for I-Plan component.
4. Act as liaison of the I-PLAN Component in Region 6.
5. Coordinates meeting, workshop and seminars with offices concerned.
6. Prepares transmittal, communications, updates for I-PLAN RPCO VI:
7. Assists in the establishment the I-PLAN Component data base for I-PLAN RPCO VI.
8. Prepares training design/modules for the training robr r conducted by I-PLAN Component;
9. Responsible for I-PLAN Component administrative concerns; and
10. Performs other functions as maybe assigned by the component Head and management.

**REQUIRED QUALIFICATIONS:**

**A. Education:**

Graduate of Management , Psychology , information Technology or related Fields.

**B. Job Experience/Skill and Knowledge**

1. With experience in planning, project activities, information, education, preparation of briefing materials;
2. Must be computer literate with Knowledge in Microsoft Office;
3. With experience in the conduct of trainings, gathering of information documentation both in written and photo;
4. Proficient in written and oral communication.
5. Proven organizational skills and ability to manage multiple task simultaneously; and
6. Can work independently and result-oriented.

**JOB LOCATION:**

- **Regional Project Coordinating Office (RPCO) - 6, Iloilo City**

**Recommending Approval**

**Manuel O Olanday**  
**Deputy Project Director**  
**RPCO VI**

**Approved:**

**Engr. Roy M. Abaya**  
**OIC-Regional Executive Director/**  
**PRDP Program Director, PSO-Visayas**

