



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
PROGRAM SUPPORT OFFICE (PSO)
LUZON A CLUSTER
Capitol Compound, Sto. Niño
City of San Fernando, Pampanga

TERMS OF REFERENCE

Component : I-SUPPORT
Job Title : Luzon A PSO - **Administrative Assistant**

BACKGROUND

The PRDP is a six-year (2013-2019) initiative envisioned to increase farm and fishery productivity and incomes in target areas in all 16 regions of the country. The program seeks to achieve this objective by improving access of farmers and other industry players to a strategic network of infrastructure, market information and support services. Specific investments and interventions are to be implemented under four central components of the program, namely: 1) Investments for AFMP Planning at the Local and National Levels (I-PLAN); 2) Intensified Building Up of Infrastructure and Logistics for Development (I-BUILD); 3) Investments for Rural Enterprises and Agricultural and Fisheries Productivity (I-REAP); and 4) Implementation

The PSO, being the interim Luzon A PSO, oversees the program activities in the participating provinces in CAR, Regions I, II, and III. As such, it requires technical and administrative staff who will focus on the cluster-wide activities

SCOPE OF WORK:

The Luzon A PSO Administrative Staff shall be responsible for the clerical services, property management, office maintenance, payroll keeping, personnel records, central files, budget preparation and other general administrative duties in the Luzon A PSO; such as:

1. Received/record incoming communications;
2. Encode forms and other documents;
3. Received/record bills and statement of accounts of PRDP;
4. Conduct canvass from three suppliers for evaluation of DA-BAC
5. Prepare PR/PRAS for meals, obligation requests, vouchers and other documents for gasoline and other claims related to PRDP ;
6. Facilitate/follow up of payment of salaries, allowances and other payments/claims related to PRDP;
7. Tracking and filing of PRDP documents;

8. Coordinate and follow-ups various reports submission of the project to and from the oversight agencies;
9. Prepares and consolidates various documents needed in processing of training and other relevant claims;
10. Maintain records of all official documents related to PRDP in both hard copy and electronic file;
11. Keep records of monthly workshop/seminar and other PRDP related reports;
12. Operate other machines such as but not limited to photocopying machine, fax etc., and
13. Performs other functions as may be directed by the Deputy Program Director and/or Supervisors.

DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:

The Administrative Staff shall report directly to the PSO Luzon A Administrative Officer.

QUALIFICATION STANDARDS:

Education:

- College degree in Business Administration or other related fields

Experience:

- Minimum of 1 year working experience position being applied to.

Knowledge/Skills/Abilities:

- Minimum of 4 hours of relevant training.
- Proficient in written and oral communications.
- Computer literate with high proficiency in MS word, excel and power point

Prepared by:

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Deputy Project Director

Approved by:

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Regional Director/ Project Director