

## **TERMS OF REFERENCE**

Component : I-SUPPORT  
Job Title : Luzon A PSO - **Messenger**  
Status : Job order/Administrative Support  
Rate : Php 21,600 per month x 10 month

### **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

### **SCOPE OF WORK:**

The Administrative Staff shall:

1. The Luzon A PSO Messenger shall be responsible in collecting, sorting, delivering mails and office correspondence, supplies and materials.
2. Perform some routine clerical works and operates simple office machine.
3. Perform other task that may be assigned by the immediate supervisor

### **DESCRIPTION OF RELATIONSHIP AND REPORTING OBLIGATIONS:**

The Messenger shall report directly to the Administrative Unit of PRDP PSO Luzon A

### **QUALIFICATION STANDARDS:**

#### **Education:**

- Must be able to read and write


#### **Experience:**

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

**JOB LOCATION:**


PRDP PSO Luzon A – City of San Fernando, Pampanga

Prepared by:



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Approved by:



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