



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
Regional Field Office No. 8, Tacloban City  
Office of the Project Director  
**Philippine Rural Development Project**  
**Regional Project Coordination Office No. 8 (RPCO8)**  
Tel. Nos. (053) 325-7242; (053) 325-9618; (053) 325-9883  
Email: [prdp.rpco8@gmail.com](mailto:prdp.rpco8@gmail.com)

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## TERMS OF REFERENCE

<b>JOB TITLE</b>	:	<b>EXECUTIVE ASSISTANT TO THE PROJECT DIRECTOR</b>
<b>OFFICIAL STATION</b>	:	Regional Project Coordination Office 8 (RPCO 8), Department of Agriculture, RFO 8, Tacloban City
<b>JOB TYPE</b>	:	Individual Consultant - Contractual
<b>JOB DURATION</b>	:	Three (3) months effective upon receipt of Notice
<b>MONTHLY SALARY</b>	:	Php 36,000.00

### **OBJECTIVE and SCOPE OF THE SERVICES TO BE PROVIDED:**

The **EXECUTIVE ASSISTANT** will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP. The Executive Assistant to the Project Director is the primary point of contact for the internal and external constituencies on all matters pertaining to the Office of Project Director.

### **DUTIES AND RESPONSIBILITIES:**

1. Acts as Liaison to the RPCO 8 and PSO-Visayas Management teams;
2. Organizes and coordinates executive outreach and external relations efforts;
3. Represents the Project Director by welcoming visitors, reviewing correspondence and arranges program functions, answer queries and meeting requests directed to the Project Director;
4. Completes projects and special assignments by establishing objectives, determining priorities, managing time, gaining cooperation of others, monitoring progress, problem-solving and making adjustment to plans;
5. Travels and attends meeting with the Project Director and prepares minutes, action lists and provides administrative support if necessary;
6. Prioritizes conflicting needs, handle matter expeditiously, proactively and follows through on project implementation to successful completion of projects;
7. Prepares initial drafts of correspondences and documents coming from the office of the Project Director;
8. Arranges meetings of the OPD by developing itineraries and agenda;
9. Assists in the coordination of meetings and trainings and ensures that participants are well informed of the schedule and requirements of the event; and
10. Performs other duties and responsibilities as may be directed by the Project Director.





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## REQUIRED QUALIFICATION

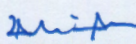

### C. EDUCATION

Bachelor's degree in any Communication, Management, Administrative Course or a graduate of related four year course.

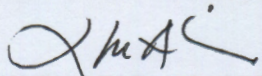
### D. JOB KNOWLEDGE/SKILLS AND EXPERIENCES

1. Minimum of five (5) years' experience in providing executive support;
2. Minimum of two (2) years' work experience and interest in internal and external communications, rural and institutional development;
3. Minimum of two (2) years' work experience in foreign-assisted and special projects implemented by the government and non-government agencies;
4. Excellent in written and oral communication;
5. Strong interpersonal skills.
6. Can perform and prioritize multiple tasks seamlessly with attention to details;
7. Proactive approach in problem solving with strong decision making capability;
8. Highly resourceful team player and can work independently; and
9. With ability to handle confidential information with discretion.

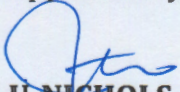
Prepared by:

  
**ZENAIDA S. ABUNALES**  
I-SUPPORT Component Head  
PRDP-RPCO 8 

Recommending Approval:

  
**JENNY LYN R. ALMERIA, Ph.D.**  
Deputy Project Director  
PRDP-RPCO 8

Approved by:

  
**U-NICHOLS A. MANALO**  
Project Director  
PRDP-RPCO 8