

Republic of the Philippines  
Department of Agriculture  
**Philippine Rural Development Program (PRDP)**  
**Project Support Office (PSO)**  
**Cash Unit**

**Terms of Reference (TOR)**

**I. Background**

**A. Philippine Rural Development Program (PRDP)** is a six-year program (2013-2019) designed to establish the government platform for a modern, climate-smart and market-oriented agri-fishery sector. Externally, it will focus on expanding market access and improving competitiveness. Internally, it will introduce reforms in operating the Department of Agriculture (DA) bureaucracy.

**B. The PRDP program**

The approach of the program is **Value Chain Analysis**; Focused on Climate Resiliency and Adaptation. The tools are Value Chain Analysis and Suitability Assessment; Resources and Social Assessment. The entry point for value chain interventions at the local level is the Province.

**C. Program Development Objective**

The objective of the Program is to have at least 5% increase in annual real household incomes of farmers beneficiaries; 30% increase in income of targeted beneficiaries of enterprise development; 7% increase in value of annual marketed output and 20% increase in numbers of farmers and fishers with improved access to DA services.

**II Objective and Scope of the Services to be provided**

The PRDP would like to invite the services of individuals for the positions of **Cash Clerk for PSO Luzon A**. The individuals to be hired will be engaged to provide services, inputs and support to the Program's implementation and capacity-strengthening activities for the PRDP. The positions available, works to be accomplished and the qualifications of individuals to be hired for the Program are as follows:

**a) Cash Clerk – Project Support Office Luzon A Cluster (PSO)**

- 1 Prepares checks/ACICs and corresponding RCI for PRDP Accounts;
- 2 Updates daily the control of Notice of Cash Allocation (NCA) of PRDP accounts and balances with Accounting and Bank records;
- 3 Prepares daily the corresponding Cash Disbursement Record (CDR) for said account and counter balances with each NCA control;
- 4 Keeps and maintains files of CDRs for safekeeping and for future references;
- 5 Prepares and checks documents for the paid vouchers for submission to Accounting (accounting and auditing file);
- 6 Perform other functions as may be directed by the Program Director and/or supervisor from time to time;

**Required Qualifications**

The **Cash Clerk** must have at least two years college education. He/she must have knowledge of the cashiering processes and procedures of the Government of the Philippines and/or multilateral financial institutions (e.g., World Bank). Experience in WB- assisted projects is an advantage.

**JOB LOCATION:**

PRDP PSO Luzon A – City of San Fernando, Pampanga

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Approved by:

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