



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Philippine Rural Development Project
Project Support Office (PSO) Visayas Cluster
2nd Flr. Iloilo Sports Complex, Magsaysay Village, Lapaz, Iloilo City
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TERMS OF REFERENCE (TOR)

FOR

ADMINISTRATIVE OFFICER III

OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

The PRDP would like to invite the services of individual for the position of **Administrative Officer III**. The individual to be hired will be engaged to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP.

JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:

1. Assists the Administrative Unit Head in directing and supervising the Supply and Property, Payables and General Services of the PSO;
2. Reviews and supervises the work of Administrative Officer I in-charge of payment facilitation and supply and property;
3. Facilitates processing of Vehicle and other office related claims;
4. Maintains record and facilitates documentary requirements of Vehicles and Office Supplies;
5. Supervises the following clerical services: property management;
6. Ensures all supplies and office equipment of PSO are recorded properly and maintained annual physical inventory of the projects PPE with the NPCO Inventory Team;
7. Ensures all files of office equipment and supplies are maintained;
8. Supervises project inventory reports of assets, property and equipment;
9. Conducts regular physical inventory of Project property, plant and equipment; and prepares the corresponding inventory reports;
10. Reviews of the requisitioning, issuing and recording of supplies and equipment for the units;
11. Maintains records of unserviceable materials and equipment and recommend for disposal;
12. In-charge of various supply and property activities such as inspections, deliveries, storekeeping, buying and property control;
13. Reviews and checks the Purchase Requests (PR), Property Acknowledgement Receipts (PAR) and Inventory Custodian Slip (ICS) issued to personnel;
14. Ensures all reports and records using Waste Material Report (WMR), Report of Supplies and Material Issued (RSMI), Supplies Ledger Card, Stock Card, Property Card, Report of the Physical Count of Inventories of supplies are maintained;
15. Performs other functions as may be directed by the Project/Deputy Project Director and or Admin Unit Head.

REQUIRED QUALIFICATIONS

A. Education

Bachelor's Degree in management, business administration or any related field.

B. Job Experience Skills and Knowledge

1. Extensive professional experience related to facilitation of travels, coordination with organizations, hotels, business outfits during trainings, workshops and meetings;
2. Has three (3) years relevant experience;
3. Proficiency in computer skills (MS Office, Excel and Powerpoint);
4. Able to work independently and with a team;
5. Willing to travel as deemed necessary; and
6. Familiarity with /PRDP or other Foreign Assisted Projects is an advantage.

APPROVED:

REMELYN R. RECOTER, MNSA, CESO III
Regional Executive Director, DA-RFO VI
Project Director

For and in behalf of the Project Director:

ENGR. JOSE ALBERT A. BARROGO
Deputy Project Director

