



Republic of the Philippines  
**DEPARTMENT OF AGRICULTURE**  
**Philippine Rural Development Project**  
Project Support Office (PSO) Visayas Cluster  
2<sup>nd</sup> Flr. Iloilo Sports Complex, Magsaysay Village,  
Lapaz Iloilo City  
Tel Nos (033) 323-5442/323-5495  
Email: [psovisayas@gmail.com](mailto:psovisayas@gmail.com)

## **TERMS OF REFERENCE (TOR)**

**FOR**

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### **ADMINISTRATIVE STAFF**

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#### **OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED**

The Administrative Staff to be hired will be under the supervision of Administrative Unit Head to provide services, inputs and support to the Unit.

#### **JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:**

1. Facilitates/ follows up payment of salaries, allowances and other claims related to PRDP;
2. Tracking and filing of PRDP documents;
3. Coordinates and follows up various report of the project for submission to and from the oversight agencies;
4. Prepares and consolidates various documents needed in processing of office accounts and other related claims;
5. Drafts/prepares PRDP related documents;
6. Maintains records of all official documents related to PRDP in both hard copy and electronic file;
7. Keeps records of monthly workshop/seminar and other PRDP related reports;
8. Arranges PRDP Activities;
9. Operate other machines such as but not limited to photocopying machine, fax etc., and
10. Performs other functions as may be directed by the Deputy Project Director and/ or Supervisors.

## **REQUIRED QUALIFICATIONS**

### **A. Education**

Bachelor's Degree in Business Administration, Management or any related field.

### **B. Job Experience Skills and Knowledge**

1. Twenty four (24) hours of relevant training;
2. Knowledgeable in computer;
3. Knowledgeable and has experience in administrative works;
4. Able to work independently and with a team;
5. Willing to travel as deemed necessary; and
6. Familiarity with MRDP/PRDP and other Foreign Assisted Projects within the Department.

### **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

