



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 STAFF

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. Assists in the conducts preparation of groundwork activities for the Project such as meetings, training, workshops and missions;
2. Coordinates and follows up various reports of the project for submission to and from the oversight agencies;
3. Prepares and consolidates various documents needed in processing of office accounts and other related claims;
4. Routes supporting documentary requirements such as Inspection and Acceptance Report (IAR) for signature of Inspection committee; Certificate of Attendance and Job Satisfaction Report;
5. Receives and ensures that the supporting documents for payments are complete;
6. Assists in maintaining records of all payables for payment;
7. Assist in the transmittal of Purchase Order (PO)/Contracts to Commission on Audit (COA) with regards to the COA Circular 2009-001 within the prescribe time;
8. Facilities and provides administrative support to the actual conduct of activities upon request by Component/Unit;
9. Performs other functions as may be directed by the Unit Head, Deputy Project Director and/ Project Director.

REQUIRED QUALIFICATIONS

A. Education

Completion of two (2) years study in college and five (5) years' relevant experience.

B. Job Experience Skills and Knowledge

1. With twenty-four (24) hours of relevant training or more;
2. Proficient in MS word and excel or other Microsoft office applications;
3. Extensive knowledge and skilled in administrative works;
4. Highly experienced in providing internal and external communications support;
5. Able to work independently and with a team;
6. Can perform and prioritize multiple tasks with attention to details;
7. Willing to travel as deemed necessary; and
8. 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

