



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 OFFICER I**

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#### **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 I**. 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. Ensure that PSO activities of the different Components/Units are well coordinated various offices, line/oversight agencies and stakeholders if deem necessary.
2. Reviews and supervises the work of administrative staff encharge of payment facilitation;
3. Drafts/prepares corresponding memos/communications on administrative operations and other Project matters but limited to personnel matters;
4. Reviews and checks the documentary requirements for payment of catering, supplies and PPE;
5. Assists the PSO-SBAC on the procurement activities of the Project;
6. Arranges PRDP Activities such as WB Mission and ensures the proper coordination in the logistical requirement of the said operational activities;
7. Reviews and checks the finance documentary requirements such as Inspection and Acceptance Report (IAR), Certificate of Attendance and Job Satisfaction Report;
8. Ensure all Purchase Order (PO)/Contracts are transmitted to Commission on Audit (COA) with regards to the COA Circular 2009-001 within the prescribe time;
9. Maintains/Reviews records and monitors PRDP payables for timely facilitation and disbursements with close coordination with the procurement unit;
10. Facilities and provides administrative support to the actual conduct of activities upon request by Component/Unit;
11. 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

