



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
Tel Nos (033) 323-5442/323-5495
Email: psovisayas@gmail.com

TERMS OF REFERENCE (TOR)

For

CASH CLERK

OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

The Cash Clerk to be hired will report under the direct supervision of the Cashier and Admin. Unit Head to provide services, inputs and support to the Project's implementation and capacity-strengthening activities for the PRDP.

JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES

1. Prepares, post and release checks for payment of all claims and project activities;
2. Prepares salaries for payment through the Financial Data Entry System (FINDES) of the Land Bank of the Philippines, the official bank of the project;
3. Prepares the Advice of Checks Issued and Cancelled (ACICs) and corresponding RCI (Report of Issued Checks) for PRDP Accounts;
4. Updates daily the Control of Notice of Cash Allocation (NCA) of PRDP Accounts and Balances with Accounting and Bank records;
5. Prepares daily the corresponding Cash Disbursement Record (CDR) for the said account and counter balances with NCA control;
6. Keeps and maintains files of CDRs for safekeeping and for future references;
7. Prepares and checks documents for the paid vouchers for submission to NPCO Accounting (accounting and auditing file);
8. Remits and file through payment or electronic system of BIR returns of Form 1600, 1601E, 1601C and prepares monthly summary of BIR returns;
9. Prepares Tax Certificates of tax withheld such as BIR Form 2306, 2307;
10. Receives, records and maintains vouchers for project file; and
11. Performs other functions as may be directed by the Unit Head, Project/Deputy Project Director from time to time.

REQUIRED QUALIFICATION

A. Education

A graduate of any four (4) year course, preferably ;Business course.

B. Skills/Experiences

1. With knowledge and experience of the cashiering processes and procedures;
2. With work experience in foreign-assisted and special projects;
3. Computer literate with knowledge in Microsoft Office;
4. With skill and ability to manage multiple tasks simultaneously;
5. Can work independently and result-oriented; and
6. Willing to work overtime if deemed necessary.

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

