



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

MESSENGER

SCOPE OF WORK

1. Responsible for the inter office routing of documents such as but not limited Travel orders, memoranda, SBAC resolutions for approval/signing and other documents;
2. Responsible for sending out external documents to other PRDP offices, non PRDP offices such as Commission on Audit etc., and other line agencies through courier or hand carry;
3. Files and tracks incoming and outgoing documents/communications and ensures the use of Daily Tracking System for easy retrieval and tracking of documents;
4. Maintains files and records of all incoming and outgoing documents in hard copy and electronic file;
5. Facilitates the notarization of Contracts of the project office;
6. Keeps records of monthly workshop/seminar and other PRDP related reports of the Admin Unit;
7. Does minor clerical work such as photocopying or reproduction of documents, encoding of documents or any transaction; and
8. Performs other functions as may be directed by the Unit Head and Deputy/ Project Director.

Required Qualifications and Skills

1. At least High School Graduate
2. Knowledgeable of any Microsoft office applications
3. With good moral character

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

