



Republic of the Philippines
DEPARTMENT OF AGRICULTURE
Philippine Rural Development Project
Project Support Office (PSO) Visayas Cluster
2nd Floor, Iloilo Sports Complex, Magsaysay Village La Paz, Iloilo City
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TERMS OF REFERENCE (TOR)

FOR

PROCUREMENT OFFICER

OBJECTIVE AND SCOPE OF THE SERVICES TO BE PROVIDED

The Procurement Officer will report directly to the Procurement Unit Head. He/she shall provide expertise in the administrative and technical support to the daily activities and proper functioning of the Procurement Unit in relation to undertaking of various procurements (works, goods & consulting activities) under PRDP.

JOB DESCRIPTION / DUTIES AND RESPONSIBILITIES:

1. Assists in the preparation of Bid Evaluation Report and Awards Recommendation;
2. Assists in the review of the Philippine Bidding Documents for I-BUILD and I-REAP subproject;
3. Assists in the preparation of the Annual Procurement Plan and other reports in relation to Procurement;
4. Assists in the preparation of communications to the NPCO & RPCOs;
5. Assist in the review of proposed procurement plans of the I-REAP component and GEF-NRM subprojects during Joint Technical Review;
6. Provides administrative support to the SBAC;
7. Assists in the conduct of pre-procurement meeting, pre-bidding conference, opening of bids at the LGUs;
8. Assists in the conduct of Joint BER Review of I-BUILD & I-REAP subprojects;
9. Assists in the procurement monitoring of the I-BUILD, I-REAP & GEF-NRM subprojects;
10. Assist in the conduct of Procurement Orientation to the LGUs;
11. Assists in the conduct of Procurement Coaching to the PGs of I-REAP & GEF-NRM subprojects;
12. Performs other tasks as may be required by the Supervisor and Project/Deputy Project Director.

REQUIRED QUALIFICATIONS

A. Education:

Preferably with a Bachelor's degree in Laws; Civil or Agricultural Engineering.

B. Experience/Skills :

1. Minimum of one (1) year of relevant experience in performing similar or related works;
2. Must be computer literate with Knowledge in Microsoft Office;
3. Skilled in both oral and written communications;
4. With strong leadership and management skills;
5. Can work both in a team and individually; and
6. Willing to conduct field works.

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

