



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

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. Facilitates/ follows up payment of salaries, allowances and other claims related to PRDP;
2. Tracking and filing of PRDP documents;
3. Coordinates and follows up various report of the project for submission to and from the oversight agencies;
4. Prepares and consolidates various documents needed in processing of office accounts and other related claims;
5. Drafts/prepares PRDP related documents;
6. Maintains records of all official documents related to PRDP in both hard copy and electronic file;
7. Keeps records of monthly workshop/seminar and other PRDP related reports;
8. Arranges PRDP Activities;
9. Operate other machines such as but not limited to photocopying machine, fax etc., and
10. Performs other functions as may be directed by the Deputy Project Director and/ or Supervisors.

REQUIRED QUALIFICATIONS

A. Education

Bachelor's Degree in Business Administration, Management or any related field.

B. Job Experience Skills and Knowledge

1. Twenty four (24) hours of relevant training;
2. Knowledgeable in computer;
3. Knowledgeable and has experience in administrative works;
4. Able to work independently and with a team;
5. Willing to travel as deemed necessary; and
6. Familiarity with MRDP/PRDP and other Foreign Assisted Projects within the Department.

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

