



Department of Agriculture  
**PHILIPPINE RURAL DEVELOPMENT PROJECT**

**TERMS OF REFERENCE (TOR)**

**ADMINISTRATIVE OFFICER II**

National Project Coordination Office (NPCO)  
Project Support Office (PSO)

**BACKGROUND**

The Government of the Philippines (GOP) has received a loan from the International Bank for Reconstruction and Development (IBRD or the "Bank"), specifically under Loan Agreement for IBRD Loan No. 8421-PH dated September 8, 2014 in an amount equivalent to FIVE HUNDRED ONE MILLION TWO HUNDRED FIFTY THOUSAND UNITED STATES DOLLARS (US\$501,250,000) for the purpose of part-financing the Philippine Rural Development Project (PRDP), and another loan from the same Bank in the amount of ONE HUNDRED AND SEVENTY MILLION UNITED STATES DOLLARS (\$170,000,000), under Loan Agreement for IBRD Loan No. 8816-PH dated March 2, 2018, for the purpose of providing additional financing to scale up the original Project.

The development objective of the Project is to increase rural incomes and enhance farm and fishery productivity in targeted areas in all the 16 regions of the country. It is envisaged to promote more inclusive rural development by supporting smallholders and fisher-folk to increase their marketable surpluses, and by improving access to markets. The PRDP would also support reforms in the planning, resource programming and implementation practices of the DA. It will facilitate the integration and financing of priority local investments derived from the DA's agricultural and fisheries modernization plans which have been developed using a value chain approach, and through a consultative process with local stakeholders. The Project will be implemented over a period of six years (2014 to 2020).

Specific investments and interventions are implemented under four (4) central components of the Project enumerated and briefly described as follows:

**Component 1: Local and National Levels Planning (I-PLAN).** This component supports the implementation and mainstreaming of the DA's AFMP planning framework, thereby providing an operational platform for integrated technical support service delivery at the local and national levels. At the regional and local levels, regional AFMPs are being developed taking into account spatial and value chain analysis and using tools for vulnerability and suitability assessment, participatory resource analysis. The local AFMPs shall build on the success of local governments in the implementation of their own development plans.



**Component 2: Infrastructure Development (I-BUILD).** A network of strategic rural infrastructure is being established, linking priority value chains in targeted Project areas that are identified through the regional AFMPs. By the end of the Project, the component will be able to establish an improved access to strategic and climate-resilient rural infrastructure and facilities that primarily benefit target beneficiaries. These rural infrastructures include farm-to-market roads (FMRs), bridges, communal irrigation systems (CIS), potable water systems (PWS), production and post-production facilities and other infrastructure such as fish landings, fish sanctuary/Protected Area guardhouses, among others.

**Component 3: Enterprise Development (I-REAP).** This aims to strengthen and develop viable rural agro- industries through investments in the appropriate segments of efficient value chains of key agricultural and fishery products in targeted Project areas. Specifically, I-REAP is designed to: (i) increase productivity and marketability of agriculture and fishery products through increased access to information and support services; and (ii) increase farm and fishery household incomes through engagement in value-adding activities.

**Component 4: Project Implementation Support (I-SUPPORT).** Providing overall operational support to the implementation is the I-SUPPORT component that ensures efficient and effective delivery of the Project transactions in terms of financial management, procurement, monitoring & evaluation, geotagging, social and environmental safeguards and grievance redress mechanism. It leads in the introduction of innovations and reforms towards more effective and efficient administrative support system in Project implementation, mainly working through the existing DA bureaucracy. At the national level, the National Project Coordination Office (NPCO) is established at the DA Central Office to steer the overall implementation of the Project. Four (4) Project Support Offices (PSOs) have been established to support the implementation in the main islands of the country (2 in Luzon, 1 in Visayas and 1 in Mindanao). A Regional Project Coordination Office (RPCO) is formed and functioning in each Regional Office of the DA to focus on the implementation of the Project in the region.

## SCOPE OF THE ASSIGNMENT

The Administrative Officer II (AO-II) under the Administrative Unit of the PRDP-National Project Coordination Office and Project Support Offices shall be supporting the Components and other Units in achieving the Project Objectives and Outputs thru prompt and quality delivery of administrative support.

It shall be the responsibility of the AO-II (Payroll & Processing) that project payroll are processed accordingly and in order and Personnel records are properly maintained, tracked and archived.

## DUTIES AND RESPONSIBILITIES

Reporting directly to the Administrative Unit Head/Alternate Unit Head and will likewise be reporting to the Project Director and in close coordination with the Deputy Project Director. The Administrative Officer II is expected to carry out the following task:

1. Prepare payrolls for salary of Project Consultants and DA Organic personnel;
2. Conduct initial checking on the completeness of requirements for the processing of



3. Coordinate with Personnel, Finance, Budget, Accounting and Cashier and other units in matter pertaining to payroll management;
4. Establishes and maintains filing system/201 Files;
5. Assist and facilitate the contract of services of the NPCO & PSO personnel;
6. Assist in the scheduling of interview and exam;
7. Assist in the preparation of documents needed for interview and exam such as CV, TOR, Rating Sheet;
8. Draft/prepare correspondences on administrative and other project matters when directed;
9. Prepare Pay Slip, Certificate of Employment and Clearances as requested by the Consultants;
10. Assist the newly hired consultant for the opening of new account to Land Bank of the Philippines (LBP);
11. Provide assistance in the conduct of physical inventory, preparation of inventory report and other reports related supplies, properties and equipment;
12. Provide assistance in the conduct of procurement activities of the Project;
13. Provide assistance in the preparation of Work and Financial of the Unit; and
14. Performs other functions as may be directed by the Deputy Project Director and/or Supervisors.

## REQUIRED EDUCATION AND QUALIFICATION

### A. Education and Relevant Experiences


---

1. Bachelor's Degree in Business Administration, Management, Commerce , Engineering, Economics, Agribusiness or Information and Communication Technology course and/or related courses;
2. Preferably has five (5) years relevant experience on administrative works;
3. Preferably has three (3) years experience working with Foreign Assisted Projects (FAPs);


### B. Knowledge, Competencies and Skills

1. Familiarity with PRDP and other Foreign Assisted Projects (FAPs) within the Department.
2. Has attended forty (40) hours relevant training/workshop/seminar;
3. Proficiency in computer skills (Microsoft Office);
4. Communicate effectively orally and in writing
5. Work with a team
6. Able to work under pressure
7. Willing to travel if necessary

PREPARED BY:

  
**ROLDAN G. GORGONIO**  
Assistant Secretary and  
Administrative Unit Head

APPROVED BY:

  
**ENGR. ARIEL T. CAYANAN**  
Undersecretary for Operations and  
National Deputy Project Director