



Department of Agriculture
PHILIPPINE RURAL DEVELOPMENT PROJECT

Regional Project Coordination Office VII

DA-RFO 7 Complex, Highway Maguikay
Mandaue City 6014, Cebu
Email: prdprco7@gmail.com
Enabling Communities, Expanding Communities

TERMS OF REFERENCE (TOR)

FOR

ADMINISTRATIVE OFFICER II

DUTIES AND RESPONSIBILITIES:

Reporting directly to the Deputy Project Director (DPD), the Administrative Officer II will serve as the primary point contact person for internal and external offices, institutions and clients on all matters concerning the office of the Deputy Project Director. He/She is specifically expected to undertake the following:

1. Calendar and organize schedules, itineraries and other activities (e.g. travels, meeting, conferences, consultations) concerning the office of the DPD as well as arrange accommodations, as necessary;
2. Received and refer queries and requests of the components/units and other relevant offices to the DPD and provide corresponding feedback to concern parties;
3. Ensure appropriateness/correctness of correspondences, reports and other documents requiring initial/signature of the DPD;
4. Prepare draft correspondences, memoranda and other official documents emanating from the Office of DPD;
5. Prepare draft responses to letters of intents, proposals and queries about the Project from local government units, government agencies, private sectors and interested parties;
6. Coordinate and follow up subprojects status, as necessary;
7. Assist in the conduct of activities led by the Office of the DPD;
8. Travel and attend meetings and other Project-related activities with the DPD and prepare minutes, action list and provide administrative support, if necessary;
9. Assist in the encoding of Project document and reports (e.g. briefers, presentation), as necessary; and
10. Provide administrative support and perform other tasks that may be assigned as necessary.

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 with three (3) years experience on technical and administrative works;





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3. Has experience and interest in internal and external communications, rural development and/or institutional development; and
4. Has experience in working with foreign-assisted and special project implemented by government/non-government agencies.

B. Knowledge, Competencies and Skills:

1. Proficient in written and oral communications;
2. Computer literate with high proficiency in MS Word, Excel and Power point;
3. Proven organizational skills and ability to manage multiple tasks simultaneously;
4. Strong interpersonal communication skills;
5. Demonstrates the principle of completed staff work;
6. Ability to prioritize, organize, monitor and work efficiently on documents and tasks while maintaining quality of work, and deliver outputs within established deadline and timeline; and
7. Ability to be discrete and able to keep confidential information.

OFFICIAL WORK STATION:

PRDP RPCO 7, DA-RFO 7 Complex, Highway Maguikay, Mandaue City

Prepared by:

MELQUIADES B. IBARRA

Administrative Unit Head, PRDP RPCO 7

Approved by:

ANGEL C. ENRIQUEZ, CESO III

Regional Executive Director, DA-RFO 7 &
Project Director, PRDP-RPCO 7

