



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustín I Building, E. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Planning, Programming and Resource Management Service (PPRMS)
JOB TITLE / POSITION	Administrative Assistant IV
JOB LEVEL	1 - Administrative, Salary Grade 10 (PhP 23,176.00) Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	Education: Completion of 2-year college studies Experience: Two (2) years of relevant experience Training: Eight (8) hours of relevant trainings
JOB OBJECTIVE	To provide efficient general administrative support service in the daily operations of the unit
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Financial management (petty cash, bookkeeping, financial procedures and compliances) 2. Administrative assistance (coordination and logistics, property and supply management, HR procedures and compliances) 3. General services
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide efficient financial and administrative support to the unit and its officers, including but not limited to: <ol style="list-style-type: none"> a. Preparation of documentary requirements and processing of cash advances and logistical requirements of all travels, workshops/sessions, meetings and other activities of the unit. b. Reservation of banquet/functions, tickets and hotel accommodations. c. Reproduction of materials and documents for the activities. d. Preparation of documentary requirements and processing of liquidations and reimbursements. e. Management of petty cash fund (request, disbursement, bookkeeping and liquidation, etc.). f. Facilitating the procurement and supply requirements of the unit. 2. Implement the financial system and management: <ol style="list-style-type: none"> a. Handle efficient bookkeeping for the unit's financial. Develop, maintain and update a system/database. Record and update all financial accounts and transactions (i.e. cash advances, liquidations, replenishment of petty cash, reimbursements and payments) in the ledger/system. b. Timely processing of cash advances, liquidations, replenishment of petty cash, reimbursements and payments. Ensure due compliance of all financial transactions with complete and valid supporting documents.

	<ul style="list-style-type: none">c. Manage and monitor disbursements of cash advances and petty cash as programmed in the Work and Financial Plan (WFP) of the unit.3. Assist in the preparation of the unit's Financial Plan and PPMP.4. Act as the property and supplies custodian for the unit.5. Manage the flow of incoming and outgoing documents and communications of the unit.6. Organize and maintain the unit's filing system.7. Facilitate submission of HR requirements (DTR, PDS, SALN, SPMS, etc.) for the unit head and staff.8. Perform other pertinent tasks that may be assigned by the Director and as requested by unit personnel.
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