



TERMS OF REFERENCE

OFFICE	Socioeconomic Development Unit - TFDCC
JOB TITLE / POSITION	Administrative Officer III
JOB LEVEL	Administrative – Salary Grade 14 (PhP 33,843.00) Contractual
PLACE OF ASSIGNMENT	OPAPRU Field Office – Maguindanao Del Norte
UNIT ASSIGNMENT	Task Force for Decommissioned Combatants and their Communities
REPORTS DIRECTLY TO	Head of Unit
COORDINATES WITH	Finances and Administrative Services, Service Providers
JOB QUALIFICATIONS (MINIMUM)	<ol style="list-style-type: none"> 1. Relevant Bachelor’s degree 2. 1 year of relevant experience 3. 4 hours of relevant training
JOB OBJECTIVE	Provides administrative and logistical support in the operations of the unit
KEY RESULT AREAS	Administrative Service
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Monitor the attendance of all TFDCC field personnel; 2. Prepare the monthly report of absences and tardiness; 3. Assist the Unit Head in the implementation of administrative rules and regulations; 4. Monitor incoming and outgoing documents; 5. Assist in the preparation of memoranda and budgetary requirements; 6. Draft memoranda, letters, administrative reports, and other pertinent documents; 7. Process payments of various service provider; 8. Prepare liquidation report; 9. Serve as Special Disbursing Officer (SDO); and 10. Perform other tasks as may be assigned by the Unit Head.