



TERMS OF REFERENCE

OFFICE	GENERAL ADMINISTRATIVE SUPPORT SERVICE
JOB TITLE/POSITION	PROJECT DEVELOPMENT OFFICER I
JOB DESIGNATION (if applicable)	
JOB LEVEL	Salary Grade 11 – Contract of Service (PHP 22,316.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	Head, General Administrative Support Service (GASS)
COORDINATES WITH	GASS and other OPAPRU Office/Service
MINIMUM QUALIFICATIONS	Education: Graduate of Four (4) year course relevant to the job Work Experience: None required Training Experience: None required
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Provide technical and administrative assistance in the area of project management and other administrative functions;2. Provide support in ensuring compliance with laws, rules, and policies governing budgetary and fiscal matters;3. Assists cross-checking of invoices with payments and expenses to ensure accuracy;4. Assists in the preparation of unit's budget, accounts payable, and receivable;5. Assists in reviewing propose policies and procedures of the unit's overall operation;6. Support preparations of reports and updates to the head of the unit;7. Performs other tasks as may be assigned by his/her direct supervisor.