



TERMS OF REFERENCE

OFFICE	MILF PEACE PROCESS OFFICE
JOB TITLE / POSITION	Administrative Aide IV
DESIGNATION (if applicable)	Utility Worker
JOB LEVEL	Aide, Salary Grade (SG) 4 – Php 13,807.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	MILF Peace Process Office
REPORTS DIRECTLY TO	Section Chief, Administrative Support Section and Division Chief, Plans, Budget, Administrative Division
SUPERVISES	-
COORDINATES WITH	Pertinent units within the OPAPRU.
JOB QUALIFICATIONS (MINIMUM)	None required High school graduate or completion of relevant vocational/trade course
JOB OBJECTIVE	To provide administrative and logistical assistance to the unit in the undertaking of its functions.
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. To handle logistical and administrative requirements of the unit; 2. To assist in the preparation and reproduction of reference materials and the safe delivery of official correspondence, internal documents, and administrative requirements to their intended recipients within and outside the office premises; 3. To assist in the preparation and logistical and administrative requirements for the conduct of meetings and other activities of the unit; 4. To maintain an efficient filing system for easy retrieval of information; 5. To assist in maintaining the document management system of the OPAPRU for incoming and outgoing official correspondence and internal documents of or pertinent to the unit; 6. To ensure cleanliness and orderliness of the office premises; and, 7. To perform such other functions as may be assigned by the unit head.