



Office of the President of the Philippines

Office of the Presidential Adviser on Peace, Reconciliation and Unity

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TERMS OF REFERENCE

JOB TITLE / POSITION	PROJECT DEVELOPMENT OFFICER I
DESIGNATION (if applicable)	DATA MANAGEMENT OFFICER
JOB LEVEL	Salary Grade 11 (PhP 22,316.00) Contract of Service
PLACE OF ASSIGNMENT	Cotabato City
UNIT ASSIGNMENT	Task Force for Decommissioned Combatants and their Communities
REPORTS DIRECTLY TO	Head of Unit
SUPERVISES	NA
COORDINATES WITH	(1) Program Component Officers of the TFDCC (1) Department of Social Welfare and Development
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none"> ▪ Bachelor's Degree on information science, computer science or computer engineering; ▪ One (1) year of relevant experience on data analytics and management
JOB OBJECTIVE	Assist the Data Manager in the management of data of decommissioned combatants
KEY RESULT AREAS	Data management
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> (1) Employ systems for quality data collection to ensure adequacy, accuracy, and legitimacy of the data; (2) Ensure digital database and archives are protected from security breaches and data losses; (3) Monitor and analyzes information and data systems; (4) Assist in data extraction and report generation when needed; (5) Perform other tasks as may be assigned by the Head of Unit.