



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**

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**TERMS OF REFERENCE**

OFFICE	RPM-P/RPA/ABB and CBA-CPLA Concerns Office
JOB TITLE / POSITION	<b>Project Development Officer IV</b>
DESIGNATION (if applicable)	Planning and Compliance Officer, Office of the Director
JOB LEVEL	2 – Supervisory/Technical Salary Grade (SG) 22
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor’s degree</li> <li>2. 3 years of relevant experience</li> <li>3. 16 hours of relevant training</li> </ol>
JOB OBJECTIVE	To provide technical assistance and support efficiently and effectively to the implementation of the CBA-CPLA and RPA-ABB peace processes
KEY RESULTS AREAS	Support to the implementation of the 5-Year Normalization Program (5YNP) for the GPH – CBA-CPLA Peace Process and the Normalization Program for the RPA-ABB/KAPATIRAN
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Reports to the Director through the PPO V and assists the latter in the planning, programming and identification of strategies toward achieving the department/unit’s performance targets;</li> <li>2. Leads the preparation and submission of reportorial requirements of the department;</li> <li>3. Prepares the quarterly consolidated report for submission to concerned OPAPRU departments;</li> <li>4. Drafts correspondences and memoranda as may be required by the Director;</li> <li>5. In coordination with PPO III, PPO II, and PPO I, performs and provides assistance on the following: <ol style="list-style-type: none"> <li>a) formulation of policies and programs relative to the department/unit’s function</li> <li>b) planning and implementation of the department/unit’s projects and activities</li> <li>c) preparation of technical reports and other correspondences</li> <li>d) identification and harmonization of indicators which will be used to towards the evaluation of the implementation of programs</li> <li>e) level off on data requirements to execute proposed enhancements to the ACCORD database (CIDIS).</li> </ol> </li> <li>6. Perform other tasks as may be assigned by the Department Head/Director.</li> </ol>