



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin I Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 8636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE
Communications and Public Affairs Services (CPAS)

NAME	VACANT
JOB TITLE / POSITION	Project Development Officer (PDO) III (Contract of Service)
JOB DESIGNATION (if applicable)	Writer – Bangsamoro
JOB LEVEL	Technical Salary Grade (SG) 18
PLACE OF ASSIGNMENT	OPAPRU Cotabato City
JOB OBJECTIVE	To efficiently provide communications support to all OPAPRU and peace-related events and activities in the assigned areas.
KEY RESULT AREAS	Coverage of all OPAPRU and peace related events and activities in the assigned area.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Develop and write the following content: <ol style="list-style-type: none"> a. Press releases b. Speeches c. Statements d. Messages e. Reports and f. Other communication materials assigned by the Director of CPAS 2. Assist in the implementation of communications plans and campaigns; 3. Develop content for information, education, and communications (IEC) materials for assigned peace tables and/or programs; 4. Provide photo and video documentation in all activities organized by the agency; and 5. Handle events and special projects as maybe assigned by Director of CPAS and/or Operations Chief or in cooperation with concerned units.