



Office of the President of the Philippines

Office of the Presidential Adviser on Peace, Reconciliation and Unity

7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 8636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

JOB TITLE / POSITION	ADMINISTRATIVE OFFICER II
DESIGNATION (if applicable)	FINANCE AND ADMINISTRATIVE SUPPORT
JOB LEVEL	Salary Grade 11 (Php 22,316.00) Contract of Service
PLACE OF ASSIGNMENT	Pasig City
UNIT ASSIGNMENT	Task Force for Decommissioned Combatants and their Communities
REPORTS DIRECTLY TO	Head of Unit
SUPERVISES	NA
COORDINATES WITH	Administrative Officer III and V
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none"> ▪ Bachelor Degree on Business/Finance or any of the disciplines of the social sciences; ▪ Experience and Training: None Required
JOB OBJECTIVE	Maintains an efficient filing system for easy retrieval of information
KEY RESULT AREAS	Administrative Service
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> (1) Monitor the incoming and outgoing documents (2) Coordinate with other OPAPRU units, and: (3) Handle the logistical and administrative requirements of the unit