



**TERMS OF REFERENCE**  
**RPA-CPLA Peace Process Office (RCPPPO)**

<b>JOB TITLE</b>	<b>PEACE PROGRAM OFFICER III</b>
<b>JOB DESIGNATION</b>	Aklan Area Coordinator
<b>JOB LEVEL</b>	2 - Technical, Salary Grade 18 (Php 49,015.00), Contractual
<b>PLACE OF ASSIGNMENT</b>	Aklan with travel to Antique and Capiz
<b>UNIT ASSIGNMENT</b>	RPA Division, RPA-CPLA Peace Process Office (RCPPPO)
<b>REPORTS DIRECTLY TO</b>	Division Chief, RPA Division
<b>JOB QUALIFICATIONS (MINIMUM)</b>	Education: Bachelor's Degree Work Experience: Two (2) years of technical-related experience Training: Eight (8) hours of relevant training Eligibility: None required
<b>JOB OBJECTIVES</b>	Provide technical support in matters pertaining to the overall implementation of the GPH-RPM-P/RPA/ABB Peace Process in Panay Island, Western Visayas
<b>KEY RESULTS AREA</b>	Support to the implementation of the Normalization/Transformation Program for the RPM-P/RPA/ABB
<b>JOB RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li>1. Supervise the operations and functionality of Special Project Teams of KAPATIRAN in Aklan, Antique and Capiz</li><li>2. Supervising field coordinator for Aklan, Antique and Capiz ensuring the implementation of the Clarificatory Implementing Document (CID) of the 2000 RPMP/RPA-ABB Peace Agreement and the Local Peace Engagement (LPE) and its Transformation Program (TP)</li><li>3. Provide overall technical support to the unit head;</li><li>4. Assist in database management;</li><li>5. Facilitate and assist the unit head in undertaking all groundwork/coordination/ preparatory work/monitoring for community-based activities;</li><li>6. Handle documentation process of activities and facilitate research to support other important documents;</li><li>7. Undertake liaison work with the stakeholders in the communities and local government;</li><li>8. Field Focal Person for the Socio-Economic and Reintegration component of the CID, GAD/ NAP-WPS</li></ol> Perform other tasks as may be assigned by the Department Head/Director or Division Chief.

	<ol style="list-style-type: none"> <li>5. Monitors the timely execution of the Referral System;</li> <li>6. Supports the program focal on activities relative to regional autonomy;</li> <li>7. Ensures close coordination within OPAPRU, regional line agencies (RLAs), local government units (LGUs), Civil Society Organizations (CSOs), and other peace partners relative to peace and security processes;</li> <li>8. Provides assistance on proceedings relative OPAPRU and CBA-CPLA Joint Evaluation and Monitoring Committee (JEMC), i.e., documentation of consultative/body meetings, administrative assistance, among others;</li> <li>9. Provide technical support on drafting of compliances, reports, memorandum, and other correspondences relative to implementation of the Five-year Normalization Program;</li> <li>10. Monitors and updates the budgetary requirements/ utilization of the Division; and,</li> <li>11. Performs other functions that may be deemed necessary by the Department Head/Director or Division Chief.</li> </ol>
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