



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) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Transitional Justice and Reconciliation Office (TJRO)
JOB TITLE / POSITION	Administrative Officer II
JOB LEVEL	2 - Administrative, Salary Grade 11 (PhP 22,316.00) – Contract of Service
PLACE OF ASSIGNMENT	Cotabato City
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor’s degree 2. None required 3. None required
JOB OBJECTIVE	To provide general administrative support service in the daily operations of the unit
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Administrative assistance (coordination and logistics, HR procedures and other compliances, property and supply management) 2. General services
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Serves as disbursing officer of TJRO Cotabato Office; 2. Takes charge in the timely submission of financial liquidations, disbursements and records; 3. Provides assistance in maintaining a system of accounts payable and accounts receivable; 4. Facilitates the submission of HR requirements (DTR, PDS, SALN, SPMS, etc.) for the TJRO-Cotabato Office personnel; 5. Facilitates reservation of banquet/functions, airplane tickets and hotel accommodations; 6. Facilitates vehicle requests and logistical arrangements during meetings, travels, and other relevant activities; 7. Maintain/updates records of all unit’s properties, calendar of activities, directory of contacts, etc.; 8. Manages the flow of incoming and outgoing documents and communications of the unit; 9. Takes charge in organizing and maintaining the unit’s filing system; and 10. Perform other tasks as may be directed by the unit head or the immediate supervisor.