



TERMS OF REFERENCE

OFFICE	Socioeconomic Development Unit
JOB TITLE / POSITION	Administrative Officer III
JOB LEVEL	Administrative – Salary Grade 14 (Php. 33,843.00) Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
UNIT ASSIGNMENT	Task Force for Decommissioned Combatants and their Communities
REPORTS DIRECTLY TO	Head of Unit
COORDINATES WITH	Finances and Administrative Services, Service Providers
JOB QUALIFICATIONS (MINIMUM)	<ul style="list-style-type: none">▪ Relevant Bachelor’s degree▪ 1 year of relevant experience▪ 4 hours of relevant training
JOB OBJECTIVE	Provides administrative and logistical support in the operations of the unit
KEY RESULT AREAS	Administrative Service
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Monitoring of attendance of all personnel;2. Preparation of monthly reports on absences and tardiness; Assistance to the Unit Head in the implementation of administrative rules and regulations; and3. Monitoring of incoming and outgoing documents;4. Assists in the preparation of memoranda and budgetary requirements; and5. Processing of payments of various service provider; and6. Preparation of liquidation report; and7. Tasks of a Special Disbursing Officer (SDO);8. Perform other tasks as may be assigned by the Unit Head.