



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

OFFICE	Human Resource Management Service (HRMS)
JOB TITLE / POSITION	Supervising Administrative Officer
DESIGNATION (if applicable)	Head, Personnel Division
JOB LEVEL	2 - Technical, Salary Grade (SG) 22 - Contractual (PhP71,511.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	Education: Bachelor's Degree Work Experience: Three (3) years relevant experience Training: Sixteen (16) hours of relevant training
REPORTS DIRECTLY TO	Chief Administrative Officer
SUPERVISES	Administrative and Technical Officers under Personnel Division
COORDINATES WITH	All OPAPRU units, CSC, GSIS, and other external partners of HRMS and other subordination division of the HRMS
JOB OBJECTIVE	1. To facilitate timely processing and release of employees' compensation and benefits. 2. To manage appointments and agency staffing.
KEY RESULT AREAS	1. General payroll 2. Salaries, allowances, incentives, benefits of Plantilla-Contractual employees 3. Omnibus Civil Service rules and regulations (appointments and other personnel actions, leave of absence, government office hours, discipline)
DUTIES AND RESPONSIBILITIES	1. Represents the unit in meetings and other gatherings in the absence of HRMS Director for CompBen related matters; 2. Prepares and submits BP 204 (Actual, Current, Tier1 and Tier2) and BP 205 for Optional and Mandatory retirement for OPAPRU and NAC; 3. Maintains database of the filled and unfilled positions; 4. Updates the leave card of employees and inform them on their available leave credits; 5. Facilitates timely delivery of employee compensation and benefits: a. Prepare monthly general payroll of the Agency (current workforce of about 500 or more for both contractual and cos); including deductions of GSIS, PhilHealth, Pag-Ibig and A/U/Ts b. Prepares computation of withholding tax, GSIS premium, PhilHealth and Pag-Ibig monthly contributions; c. Processes allowances, bonuses, incentives, leave benefits (i.e. leave applications, monetization, etc.); d. Processes first/last pay of new/resigned/retired of contractual personnel

	<ul style="list-style-type: none">e. Primary Agency Authorized Officer for GSIS Member and GSIS Wireless Automated Processing Systems;f. Facilitate DBP Unlad Kawani Payroll and LOI's;g. Maintains and updates data of employee membership and information for GSIS, PhilHealth, Pag-Ibig, etc. <ol style="list-style-type: none">6. Oversees the preparation and issuance of appointments of Plantilla personnel;7. Generates, maintains and updates pertinent personnel reports for CSC, COA, DBM, etc.;8. Handles required clearances for endorsement to and to be obtained from CSC, Ombudsman, GSIS, etc.;9. Addresses employees' concerns on compensation and benefits; and10. Performs other tasks that may be assigned by the HRMO Director, CAO and/or PA FAS for FAS-PP.
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