



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin I Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 8636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

OFFICE	Communications and Public Affairs Services (CPAS)
JOB TITLE / POSITION	Project Development Officer (PDO) IV
JOB DESIGNATION	CSPP Comms Officer (CSPP Guidebook for Government Officers) and Copy Editor
JOB LEVEL	Technical - Salary Grade (SG) 22 – P66,867.00
PLACE OF ASSIGNMENT	OPAPRU Central Office
JOB OBJECTIVE	To efficiently provide communications support to in the creation of the CSPP guidebook for government officers and for all OPAPRU and peace-related events and activities in the assigned areas. To ensure the high quality of communications materials, and that they are in line with the agency's key messaging.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Oversee the workshops of the CSPP guidebook for government information officers; 2. Edit and development content materials of the OPAPRU
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Run the workshops for the CSPP guidebook for government information officers; 2. Coordinated with other government agencies to help cascade the CSPP guidebook 3. Act as the facilitator and resource person for the CSPP Comms workshops 4. Provide analysis to see the progress of the government officers who underwent the workshops 5. Provides technical inputs to the team; and 6. Performs administrative tasks and other duties as required for the workshops 7. Edit and write the following content: <ol style="list-style-type: none"> a. Press releases b. Speeches c. Statements d. Messages e. Reports and f. Other communication materials assigned by the Director of CPAS 8. Edit content for information, education, and communications (IEC) materials for CSPP-related information and assigned Program/s; 9. Assist in the implementation of the communications plans and campaigns for the assigned Program/s;

	<p>10. Provide photo and video documentation in all activities organized by the Agency;</p> <p>11. Handle events and special projects as may be assigned by the Director of CPAS and/or Operations Chief or in cooperation with concerned units</p>
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