



**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**

<b>OFFICE</b>	<b>Office of the Executive Director for Bangsamoro Transformation</b>
<b>JOB TITLE/POSITION</b>	<b>Executive Assistant III</b>
<b>JOB LEVEL</b>	EA/Technical – Salary Grade 20 (PhP52,703.00) Contract of Service
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Central Office
<b>MINIMUM QUALIFICATION</b>	<ol style="list-style-type: none"> <li>1. Bachelor’s degree</li> <li>2. 2 years of relevant experience</li> <li>3. 8 hours of relevant training</li> </ol>
<b>JOB DESIGNATION (if applicable)</b>	Technical Officer/Executive Assistant to the Executive Director for Bangsamoro Transformation
<b>JOB LEVEL</b>	Technical, Salary Grade (SG) 20 – Contract of Service
<b>JOB OBJECTIVES</b>	To provide technical support to the Executive Director for Bangsamoro Transformation
<b>DUTIES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Provides technical and operational support to the Office of the Executive Director for Bangsamoro Transformation including but not limited to the following:             <ol style="list-style-type: none"> <li>a. Documents the proceedings of the meeting and prepares highlights of consensus points after every meeting;</li> <li>b. Prepares correspondences, reports, briefers, presentations, speeches and other technical notes;</li> </ol> </li> <li>2. Manages the schedule and activities of the Executive Director for Bangsamoro Transformation;</li> <li>3. Assists in the conduct of meetings, consultations, briefings, workshops and other similar activities pertinent to the functions of the office;</li> <li>4. Assists in monitoring documents and reviews reports, requests and other documents submitted to the office;</li> <li>5. Conducts research and field study, as necessary;</li> <li>6. Travels in Mindanao as part of official business of the office, as necessary;</li> <li>7. Prepares administrative and logistic requirements of the office;</li> <li>8. Attends internal and external meetings of the office, as necessary;</li> <li>9. Performs other functions as may be assigned by the Executive Director for Bangsamoro Transformation.</li> </ol>