



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	Office of the Presidential Assistant for Internal Management
JOB TITLE / POSITION	Project Development Officer III
JOB LEVEL	2- Technical, Salary Grade 18- Contract of Service (Php 42,159.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Relevant Bachelor's degree 2. 2 years of relevant experience 3. 8 hours of relevant training
JOB OBJECTIVE	<ol style="list-style-type: none"> 1. Manage the financial and administrative requirements of the unit and 2. Ensure compliance to government rules and regulations and other reportorial requirements of the office
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Financial and Administrative Functions 2. Liaison, Coordination and Facilitation
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Prepare and submit daily operational and reportorial requirements, as maybe required; 2. Monitor and ensure compliances of the processes and activities within the cluster; 3. Administer and manage the logistics and contracts for services with service providers such as travel agents, hotels and other partner agencies; 4. Serves as the focal person for Planning, Coordinating, Monitoring and Evaluation (PCME); 5. Prepares budget requests for the cash advances for travel-related activities, liquidation reports and reimbursements of the office; 6. Maintains all office equipment and properties and coordinates with the appropriate entities for its repair and maintenance; 7. Determines the unit's requirements for supplies, materials and equipment and recommends the requisition and acquisition of the same; 8. Assists in the conduct of meetings and in monitoring of the implementation of processes and activities under the cluster; and 9. Performs other tasks as may be assigned by the Head.