



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	Payapa at Masaganang Pamayanan (PAMANA) - National Program Management Office (NPMO)
JOB TITLE / POSITION	Administrative Officer III
JOB LEVEL	Administrative Support; Salary Grade (SG) 14 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Bachelor's degree 2. 1 year of relevant experience 3. 4 hours of relevant training
JOB OBJECTIVES	To provide efficient general administrative support service in the daily operations of the PAMANA- NPMO
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 4. Bachelor's degree 5. 1 year of relevant experience 6. 4 hours of relevant training
KEY RESULTS AREAS	<ol style="list-style-type: none"> 1. Financial management (liquidation, bookkeeping, financial procedures, and compliances) 2. Administrative assistance (coordination and logistics, property and supply management, HR procedures and compliances)
JOB RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provide necessary administrative and logistical support to the Head of the NPMO and Staff on the day-to-day operations and during official travels, meetings and events; 2. Process payments, advance request, and liquidations submitted by the NPMO; 3. Prepare, review and monitor liquidation submitted to the Finance; 4. Liaise with OPAPRU units on financial matters to ensure that all financial transactions are within the established processes of the OPAPRU; 5. Served as property custodian of the unit; 6. Perform other tasks as may be assigned by the Head of the NPMO, or its designate.