



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
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**TERMS OF REFERENCE**

OFFICE	<b>Office of the Executive Director for Bangsamoro Transformation</b>
JOB TITLE / POSITION	<b>Administrative Assistant II</b>
JOB LEVEL	1 - Administrative, Salary Grade (SG) 8 – Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Completion of 2-year college studies</li> <li>2. 1 year of relevant experience</li> <li>3. 4 hours of relevant training</li> </ol>
JOB OBJECTIVE	To provide efficient general administrative support service in the daily operations of the unit
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Financial management (Petty cash, bookkeeping, financial procedures and compliances)</li> <li>2. Administrative assistance (coordination and logistics, property and supply management, HR procedures and compliances)</li> <li>3. Records Management</li> <li>4. General services</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Maintains and ensure all hard copies and digital files of all incoming and outgoing communications, administrative and financial records are properly filed in the Central Filing System including the monitoring of compliance to requests for inputs or responses;</li> <li>2. Provides over-all administrative support to the Unit during meetings, training workshops, seminars or other Unit-led activities, which includes but is not limited to the preparation of attendance sheets, materials and kits, sending of invitations, confirmation of attendance, serving of meals and set up of the venue;</li> <li>3. Manages the Unit's Petty Cash and the accurate and updated recording of disbursements and actual purchases of duly processed and approved office requisitions in accordance with the standard accounting and auditing;</li> <li>4. Prepares the budget requests for the cash advances for travel-related activities, liquidation reports and reimbursements of the Director, Staff and Consultants;</li> <li>5. Manages the schedule/ set-up meetings and other engagements of the Executive Director for Bangsamoro Transformation;</li> <li>6. Monitors and updates the calendar of activities (manual and digital) of the Unit Head and staff;</li> <li>7. Process submission of leaves, performance evaluation and other HR-related matters and concerns;</li> <li>8. Determines the unit's requirements for supplies, materials, equipment and other office properties and recommends the requisition and acquisition of the same</li> <li>9. Facilitates the crafting of the Unit Annual Procurement Plan;</li> <li>10. Maintains all office equipment and properties and coordinates with the appropriate entities for the upkeep and repair of the same;</li> <li>11. Maintains a record of all accountable properties, facilitates the turn-over of property and equipment, conducts periodic inventory of the office properties and submits a periodic report to the FAS; and</li> <li>12. Perform other tasks as may be assigned.</li> </ol>