



**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) 8636-0701 Fax No: (+632) 638-2216

**TERMS OF REFERENCE**

<b>OFFICE</b>	<b>Office of the Chief of Staff (OCOS)</b>
<b>JOB TITLE/POSITION</b>	<b>Administrative Assistant V</b>
<b>JOB LEVEL</b>	1 - Administrative, Salary Grade (SG) 11 – Contract of Service
<b>PLACE OF ASSIGNMENT</b>	OPAPRU Central Office
<b>MINIMUM QUALIFICATION</b>	<ol style="list-style-type: none"> <li>1. Completion of 2-year college studies</li> <li>2. 2 years of relevant experience</li> <li>3. 8 hours of relevant training</li> </ol>
<b>COORDINATES WITH</b>	Financial Management Service, Administrative Service, other units as required
<b>JOB OBJECTIVE</b>	Ensure the smooth processing and provision of the financial, administrative and logistical requirements and submissions of the OCOS
<b>KEY ROLES AND RESPONSIBILITIES</b>	<ol style="list-style-type: none"> <li>1. Function as the unit’s over-all administrative support personnel. Ensure that all administrative matters and requirements, activities, and reports i.e., procurement, logistical matters), pre- and post-technical task for any related activities, events and engagements are timely and properly recorded, maintained, monitored, and processed;</li> <li>2. Assist the technical staff in the crafting of the budget preparation documents including the Work and Financial Plan (WFP) and Project Procurement Management Plan (PPMP);</li> <li>3. Manage and monitor overall financial matters and requirements, activities, and reports of the unit i.e., cash advance, petty cash, budget request, liquidations, reimbursement, and payables;</li> <li>4. Manage the unit’s financial obligations, accurately monitor and update recording of disbursements and actual purchases based on the duly processed and approved unit’s fund in accordance with the government rules, regulations, and procedures;</li> <li>5. Facilitate the timely provision of supplies for the unit, including the submission of all required procurement documents, maintains all records of office equipment and properties, coordinates with the appropriate units for the maintenance and repair of the same;</li> <li>6. Receive, record, monitor and maintain basic details of incoming/outgoing documents of the office; and</li> <li>7. Perform other tasks that may be assigned.</li> </ol>