



**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	<b>Office of the Executive Director</b>
JOB TITLE / POSITION	<b>Executive Assistant II</b>
JOB LEVEL	2 – Executive Assistant/Technical, Salary Grade (SG) 17 – Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
REPORTS DIRECTLY TO	PPO and Presidential Assistant for Finance and Administrative Service and Plans and Programs
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Bachelor’s degree</li> <li>2. 1 year of relevant experience</li> <li>3. 4 hours of relevant training</li> </ol>
JOB OBJECTIVE	Provides technical and administrative support on matters pertaining to the overall implementation of OED programs and interventions
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Technical and administrative support to OED</li> <li>2. Coordination with other units and agencies</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Provides technical and administrative assistance to OED;</li> <li>2. Drafts feedback, comments, and/or inputs to memorandum/documents relative to the programs under OED;</li> <li>3. Provides technical and administrative support to the conduct of activities/trainings of the unit;</li> <li>4. Assists the EA III in monitoring incoming and outgoing documents</li> <li>5. Handles logistical and other administrative requirements of the department/unit</li> <li>6. Coordinates with units and other agencies on the conduct of trainings/meetings/activities, submission of relevant agency-specific action plans and accomplishment reports and other documents; and</li> <li>1. Performs other tasks as may be directed</li> </ol>