



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

OFFICE	Office of the Chief of Staff (OCOS)
JOB TITLE/POSITION	Executive Assistant III
JOB LEVEL	2 – Executive Assistant/Technical, Salary Grade (SG) 20 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Bachelor’s degree 2. 2 years of relevant experience 3. 8 hours of relevant training
REPORTS DIRECTLY TO	Chief of Staff (COS)
SUPERVISES	OCOS Junior Technical and Administrative Staff
COORDINATES WITH	All units at OPAPRU Central and on the ground, OPAPRU external partners and stakeholders, as directed by the Chief of Staff
JOB OBJECTIVE	<ol style="list-style-type: none"> 1. Ensure that the technical requirements of the OCOS are provided in a quality, timely and efficient manner; and 2. Ensure the smooth operations of the OCOS through proper handling of engagements, communications, activities and documents.
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Act as the senior technical staff of the Office of the Chief of Staff; 2. Oversee all the activities and supervise the operations of the office; 3. Serve as the primary focal person of the office in coordinating and consolidating efforts, reports and compliances relative to the functions of the office; 4. Serve as the focal person in drafting, handling, and processing of communications, correspondences and documents; 5. Coordinate with other units and assist the COS in the technical requirements relevant to his various designations/functions; 6. Handle the appointments schedule of the Chief of Staff and ensure that all logistical requirements relative thereto are provided; and 7. Perform other duties and functions as may be assigned by the COS.