



**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>Peace Panel and Political Concerns Office</b>
JOB TITLE / POSITION	<b>Project Development Officer V</b>
DESIGNATION (if applicable)	Head, IGR Division
JOB LEVEL	3 - Supervisory/Technical, Salary Grade 24 (P83,406.00) Contract of service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Master's degree or C-Pro Certificate</li> <li>2. 4 years of relevant experience</li> <li>3. 40 hours of supervisory/ managerial training intervention</li> </ol>
REPORTS DIRECTLY TO	Unit Head / Deputy National Government Co-Head, IGRB Joint Secretariat; National Government Co-Head, IGRB Joint Secretariat
SUPERVISES	IGR Division
COORDINATES WITH	<ol style="list-style-type: none"> <li>1. National Government Chair and members, and their respective alternate representatives, of the National Government – Bangsamoro Government Intergovernmental Relations Body (IGRB) through their respective National Government agencies;</li> <li>2. National Government Co-Head of the IGRB Joint Secretariat within the OPAPRU;</li> <li>3. Bangsamoro Government Co-Head of the IGRB Joint Secretariat;</li> <li>4. Other intergovernmental relations (IGR) mechanisms as provided in Article VI of Republic Act No. 11054 or the Bangsamoro Organic Law (BOL), through their respective secretariats;</li> <li>5. Bangsamoro Transition Authority (BTA) members and Bangsamoro Government officials and representatives;</li> <li>6. Government agencies, security sector, local government units, diplomatic community and donor agencies, civil society organizations, and other stakeholders;</li> <li>7. MILF Peace Process Office, MNLF Peace Process Office, and other pertinent units within the OPAPRU.</li> </ol>
JOB OBJECTIVE	To assist the National Government Co-Head of the IGRB Joint Secretariat and her/his deputy, who also serves as Unit Head, in the supervision of the provision of technical, operational, financial, and administrative support to the IGRB and other IGR mechanisms as identified in Article VI of the BOL.
KEY RESULT AREAS	<u>GPH-MILF Peace Process Roadmap</u> <ol style="list-style-type: none"> <li>1. Political</li> <li>2. Monitoring and Evaluation</li> <li>3. All other KRAs</li> </ol>



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#### DUTIES AND RESPONSIBILITIES

1. Assist the Unit Head / Deputy National Government Co-Head of the IGRB Joint Secretariat in the supervision of the provision of technical, operational, financial, and administrative support to the National Government Co-Head of the National Government – Bangsamoro Government Intergovernmental Relations Body (IGRB) Joint Secretariat in performing the following functions as stipulated in Sec. 3, Art. I of the TOR of the IGRB Joint Secretariat, in coordination with the Bangsamoro Government side of the IGRB Joint Secretariat:
  - 1.1 Prepare and submit the agenda of the meetings of the IGRB;
  - 1.2 Document the proceedings of the meetings of the IGRB;
  - 1.3 Prepare the highlights of consensus points of the IGRB after every meeting;
  - 1.4 Prepare the reports of the IGRB, for submission to the President, as instructed by the IGRB; and
  - 1.5 Handle all administrative requirements relative to the conduct of the meeting.
2. Assist the Unit Head / Deputy National Government Co-Head of the IGRB Joint Secretariat in the supervision of the provision of necessary technical, financial, and administrative support to the National Government Co-Head of the IGRB Joint Secretariat for the conduct of meetings and the undertaking of functions of the following other intergovernmental relations (IGR) mechanisms, through their respective secretariats enumerated in the BOL:
  - a. Philippine Congress – Bangsamoro Parliament Forum (PCBPF);
  - b. Intergovernmental Fiscal Policy Board (IFPB);
  - c. Joint Body for the Zones of Joint Cooperation (JBZJC);
  - d. Intergovernmental Infrastructure Development Board (IIDB);
  - e. Intergovernmental Energy Board (IEB);
  - f. Bangsamoro Sustainable Development Board (BSDB); and
  - g. Council of Leaders (COL).
3. Assist the Unit Head / Deputy National Government Co-Head of the IGRB Joint Secretariat in the supervision of the coordination with and provision of necessary technical and administrative assistance to technical-level committees and technical working groups (TWGs) in the undertaking of their functions towards the resolution of IGR issues referred to them by the IGRB.
4. Assist the Unit Head / Deputy National Government Co-Head of the IGRB Joint Secretariat in the supervision of the establishment of an effective mechanism for the monitoring of IGR issues raised to the IGRB that shall aid the IGRB in its discussions and resolution of issues.
5. Assist the Unit Head / Deputy National Government Co-Head of the IGRB Joint Secretariat in the supervision of the assistance to the IGRB in the conduct of engagements and dialogues with various stakeholders to seek relevant information, comments, and recommendations, as well as to provide updates on the operations of the IGRB and the progress of resolution of IGR issues.



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6. Assist the Unit Head / Deputy National Government Co-Head of the IGRB Joint Secretariat in the supervision of the provision of necessary technical support to other units within the OPAPRU and to other government agencies on the relevant information on and activities pertinent to the IGRB as requested.
7. Develop and formulate policies, programs, plans, strategies, and projects in line with the functions of the IGR Division.
8. Review all reports and documents prepared by the Section Managers and other technical personnel of the IGR Division.
9. Supervise the performance of duties and responsibilities of the personnel of the IGR Division.
10. Submit regular updates to the Unit Head / Deputy National Government Co-Head of the IGRB Joint Secretariat on individual staff work assignments.
11. Oversee the strategic plans and programs of the IGR Division and ensure their alignment to the overall goals and objectives of the OPAPRU.
12. Assist the Unit Head / Deputy National Government Co-Head of the IGRB Joint Secretariat in monitoring and mandatory compliance to concerned departments or agencies.
13. Assist the Unit Head / Deputy National Government Co-Head of the IGRB Joint Secretariat in accomplishing the deliverables, annual targets, and plans of the IGR Division.
14. Perform such other functions as may be assigned by the National Government Co-Head of the IGRB Joint Secretariat and the Unit Head / Deputy National Government Co-Head of the IGRB Joint Secretariat.