



**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>Resource Management Service (RMS)</b>  |
| JOB TITLE / POSITION        | <b>Peace Program Officer IV</b>   |
| DESIGNATION (if applicable) | Section Chief / Senior Technical Officer  |
| JOB LEVEL                   | 2 – Technical, Salary Grade (SG) 22 – Contractual   |
| PLACE OF ASSIGNMENT         | OPAPRU Central Office   |
| MINIMUM QUALIFICATION       | <ol style="list-style-type: none"> <li>1. Relevant Bachelor’s degree</li> <li>2. 3 years of relevant experience</li> <li>3. 16 hours of relevant training</li> </ol>  |
| JOB OBJECTIVE               | <p>To efficiently facilitate/provide technical support:</p> <ul style="list-style-type: none"> <li>• In the operationalization of Resource Management (i.e. planning, programming, budgeting, monitoring, and reporting) processes</li> <li>• For ensuring delivery of all Resource Management requirements in support of improving OPAPRU capacities including but not limited to: (a) PCME/CSPP-MEAL processes of the unit; (b) programming and budgeting, including support to the Program and Budget Advisory Committee (PBAC); (c) adoption and implementation of the Performance Governance System (PGS); support to the Office for Strategy Management (OSM); and (d) other programs and activities of the unit</li> </ul>   |
| KEY RESULT AREAS            | <ol style="list-style-type: none"> <li>1. Planning, compliance, monitoring and evaluation (PCME)</li> <li>2. Planning, Programming and Budgeting</li> <li>3. Data and knowledge management</li> <li>4. Performance Management</li> <li>5. Liaison/coordination and facilitation</li> </ol>  |
| DUTIES AND RESPONSIBILITIES | <ol style="list-style-type: none"> <li>1. Provide efficient support to the unit for ensuring harmonization of all unit plans to the agency targets and objectives;</li> <li>2. Facilitate/Provide technical assistance on planning and assessment processes;</li> <li>3. Provide coaching/ technical assistance in capacitating units, focals on results-based reporting and PCME/PBAC requirements (OPAPRU Strategic Plan/Results Matrix, WFPs, PPMPs, OPC/Rs, Accomplishment and Budget Reports, PGS deliverables and outputs;</li> <li>4. Provide efficient support to the agency PGS and OSM;</li> <li>5. Provide efficient support to the OPAPRU Annual Budgeting process in coordination with Finance and concerned units;</li> <li>6. Facilitate preparation and submission of pertinent budget proposal (BP) forms and documents for OPAPRU regular appropriations and of emerging budgetary requirements for supplemental and other budget requests of OPAPRU;</li> <li>7. Facilitate/Provide technical assistance for complying requirements to budget hearings (DBM, HoR, Senate);</li> <li>8. Perform as liaison with budget oversight agencies (DBM, HoR, Senate) on various requirements for the OPAPRU budget;</li> <li>9. Draft/Prepare, review and/or provide inputs on memos, narrative reports, briefers, presentations, analyses, policies, guidelines, project proposals, documentary requirements, and other technical documents as needed;</li> <li>10. Perform other tasks that may be assigned by the Director and/or the Division Chief.</li> </ol> |



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