



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	RPM-P/RPA/ABB AND CBA-CPLA Concerns Office (RCCO)
JOB TITLE / POSITION	Peace Program Officer V
DESIGNATION (if applicable)	Deputy Director
JOB LEVEL	3 - Supervisory/Technical, Salary Grade (SG) 24 - Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> 1. Master's degree or C-Pro Certificate 2. 4 years of relevant experience 3. 40 hours of supervisory/ managerial training intervention
REPORTS DIRECTLY TO	RCCO Director
SUPERVISES	PPO/PDO V to Aide IV
JOB OBJECTIVE	To efficiently and effectively oversee and facilitate the accomplishment of the deliverables under the GPH-CBA-CPLA and GPH-RPM-P/RPA/ABB Peace Processes
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Policy Formulation 2. Program Development and Management 3. Monitoring and Evaluation 4. Technical Support and Coordination
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assists the Director in the overall supervision of the office in terms of technical and administrative matters 2. Assists in the development and formulation of policies, programs, plans, strategies, and projects in line with the implementation of the Transformation Programs for the CBA-CPLA and the RPM-P/RPA/ABB 3. Prepares and reviews reports, correspondences and other program documents submitted by the technical staff 4. Supervises the performance of duties and responsibilities of the staff under him/her within the office 5. Submits regular updates to the Director on individual staff work assignments 6. Oversees the department strategic plans and programs and ensure their alignment to the over-all goals and objectives of the office 7. Assists the department/unit head/director in monitoring and mandatory compliance to concerned departments or agencies <p>Perform other tasks/duties assigned by the Director.</p>



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