



**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>Administrative Officer II</b>
JOB LEVEL	2 - Administrative, Salary Grade 11 (P20,754.00) Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	Bachelor's degree
REPORTS DIRECTLY TO	Unit Head / Deputy National Government Co-Head, IGRB Joint Secretariat; National Government Co-Head, IGRB Joint Secretariat; Head, 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. MILF Peace Process Office, MNLF Peace Process Office, and other pertinent units within the OPAPRU.</li> </ol>
JOB OBJECTIVE	To provide financial and administrative support to the IGRB and other intergovernmental relations (IGR) mechanisms as identified in Article VI of Republic Act No. 11054 or the Bangsamoro Organic Law (BOL).
KEY RESULT AREAS	<u>GPH-MILF Peace Process Roadmap</u> <ol style="list-style-type: none"> <li>1. Political</li> <li>2. All other KRAs</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. To coordinate with and provide financial and administrative support to the National Government – Bangsamoro Government Intergovernmental Relations Body (IGRB) Joint Secretariat relative to the conduct of meetings of the IGRB, IGRB Joint Secretariat, and technical-level committees, technical working groups (TWGs) and other bodies under the IGRB;</li> <li>2. To coordinate with and provide necessary financial and administrative support to the National Government Co-Head of the IGRB Joint Secretariat for the conduct of meetings of the following other intergovernmental relations (IGR) mechanisms, through their respective secretariats, enumerated in the BOL:             <ol style="list-style-type: none"> <li>a. Philippines Congress – Bangsamoro Parliament Forum (PCBPF)</li> <li>b. Intergovernmental Fiscal Policy Board (IFPB)</li> <li>c. Joint Body for the Zones of Joint Cooperation (JBZJC)</li> <li>d. Intergovernmental Infrastructure Development Board (IIDB)</li> <li>e. Intergovernmental Energy Board (IEB)</li> <li>f. Bangsamoro Sustainable Development Board (BSDB)</li> <li>g. Council of Leaders;</li> </ol> </li> <li>3. To perform such other functions as may be assigned by the National Government Co-Head of the IGRB Joint Secretariat, Unit Head / Deputy National Government Co-Head of the IGRB Joint Secretariat, and IGR Division Head.</li> </ol>



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