



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**  
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**TERMS OF REFERENCE**

OFFICE	<b>Financial Management Service (FAS)</b>
JOB TITLE / POSITION	<b>Administrative Officer III</b>
DESIGNATION	Administrative Officer – Accounting Section
JOB LEVEL	2 - Administrative, Salary Grade (SG) 14 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	Finance – Accounting Section
REPORTS DIRECTLY TO	Head of Accounting Division/ Accountant
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor's degree</li> <li>2. 1 year of relevant experience</li> <li>3. 4 hours of relevant training</li> </ol>
COORDINATES WITH	All Finance staff, all OPAPRU Units, and COA
JOB OBJECTIVE	<ol style="list-style-type: none"> <li>1. Facilitate accounting processes that meet COA regulatory requirements</li> <li>2. Prepare and generate Financial Reports and Schedules</li> </ol>
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Financial Reports and other related Schedules</li> <li>2. Compliance with government rules and regulations (CSC, COA, DBM, etc.)</li> <li>3. Maintenance of the Agency Transparency Seal as per Budget and Financial Accountability Reports</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Journalizes accounting entries (JEV) of OPAPP Current Account (CA), RNG and Re-Integration under NGAS/ GAM System <ul style="list-style-type: none"> <li>• Budget Utilization Request Slip (BURS)</li> <li>• Notice of Cash Allocation (NCA) of Trust Fund</li> <li>• Disbursement Vouchers</li> <li>• Tax Remittance Advice</li> <li>• Collections and Deposits</li> <li>• Liquidations of Cash Advances</li> <li>• Cancelled/ Subsequent/ Stale Checks</li> <li>• Income and Bank Charges</li> </ul> </li> <li>2. Prepares Ageing Schedule and Subsidiary Ledger <ul style="list-style-type: none"> <li>• Advances in Operating Expenses</li> <li>• Advances to Special Disbursing Officer</li> <li>• Advances to Officers and Employees</li> </ul> </li> <li>3. Prepares Subsidiary Ledgers of Inter-Agency Payables: <ul style="list-style-type: none"> <li>• Due to BIR</li> <li>• Due to GSIS</li> <li>• Due to Pag-Ibig</li> <li>• Due to PhilHealth</li> </ul> </li> <li>4. Prepares Monthly Reports of OPAPP Current Account (CA), RNG/ Re-Integration Accounts <ul style="list-style-type: none"> <li>• Check Disbursement Journal</li> <li>• General Journal</li> <li>• Cash Disbursement Journal</li> <li>• Cash Receipts Journal</li> </ul> </li> <li>5. Encodes Consolidation of Quarterly Financial Accountability Report online to DBM URS</li> <li>6. Prepares Monthly / Quarterly Ageing Report of Unliquidated Cash Advances for the Agency's compliance with COA, Ombudsman, DBM, Congress and Senate</li> <li>7. Performs other tasks that may be assigned by the Accountant and Finance Director</li> </ol>