



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
7th Floor, Agustin I Building, F. Ortigas Jr. Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216



OFFICE	COMMUNICATIONS AND PUBLIC AFFAIRS SERVICE
JOB TITLE / POSITION	Admin Officer (AO) III
DESIGNATION (if applicable)	Admin Officer
JOB LEVEL	2 – Administrative, Salary Grade (SG) 14 – Php 29,277.00, Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	Education: Bachelor's Degree relevant to the job Experience: 1 year relevant working experience Training: 4 hours relevant training experience
JOB OBJECTIVE	To provide administrative and financial support in the daily operations of the unit.
KEY RESULT AREAS	Administrative and financial support to the CPAS.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Manage all administrative and finance documentation requirements and reports of the CPAS such as<ol style="list-style-type: none">a) Travels<ul style="list-style-type: none">• Pre-travel (Travel memo, Travel Authority, Itinerary)• Budget• Flight/Transportation/Hotel• Post-travel (liquidations report, Report of Cash Disbursements, Actual itinerary of travel, Certificate of Travel Completed, compiled ORs, attendance sheet, abstract of canvass and quotations, Accomplishment report and justifications c/o travelling employee and accomplishment reports)• Photocopies/Scan of Disbursement Vouchers• Processing of local and International official travels, Liquidations, reimbursements and paymentsb) Unit events, workshops, seminars, and other events<ul style="list-style-type: none">• Pre-event (Memorandum, canvass/quotations, PhilGEPS posting if needed)• Budget• Event-proper (Logistics)

	<ul style="list-style-type: none"> • Post-event (Compiled ORs, activity reports, attendance sheet and other related documents) • Liquidations Reports and reimbursements <ol style="list-style-type: none"> 2. Ensure smooth traffic of incoming and outgoing office documents; 3. Assist in preparation of unit's yearly Work and Financial Plan (WFP), and Project Procurement & Management Plan (PPMP); 4. Assist coordination of coverages, meetings and schedule of CPAS; 5. Safe keeping of all administrative and finance documents of the unit which include: <ol style="list-style-type: none"> a. Office memo b. CPAS's liquidation documents c. Petty cash replenishment d. and other official communications 6. Handle petty cash replenishments including all supporting documents of transactions made through cash advances (CPAS Main Office, Davao, Cotabato and Zamboanga City); 7. Facilitate procurement and safeguarding/inventory of office equipment and supplies; 8. Monitoring of staff, DTR and locator slip; 9. Request and monitor of office supplies and janitorial requests; 10. Act as one of CPAS' JBPAC focal persons 11. Liaise/coordinate administrative and finance requirements of the Mindanao offices (Cotabato City, Davao City and Zamboanga City) to the OPAPRU Central Office; 12. Provide administrative assistance for the Head/Director, Team Leaders and OPAPRU CPAS Staff; 13. Perform other related tasks as instructed by the Director of CPAS and/or Operations Chief.
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