



### TERMS OF REFERENCE

OFFICE	<b>Human Resource Management Service (HRMS)</b>
JOB TITLE / POSITION	<b>Peace Program Officer III</b>
DESIGNATION (if applicable)	Performance Management Officer
JOB LEVEL	SG 18 – Contractual (Php. 51,304.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	Performance Management Section
REPORTS DIRECTLY TO	Chief Administrative Officer, HRMS Director
SUPERVISES	PDO II
COORDINATES WITH	All OPAPRU units, CSC, internal and external stakeholders
MINIMUM QUALIFICATION	<b>Education:</b> Bachelor's Degree <b>Experience:</b> Two (2) years relevant working experience (HR-related experience preferred) <b>Training:</b> Eight (8) hours relevant training experience (HR-related training experience preferred)
JOB OBJECTIVE	<ol style="list-style-type: none"> <li>1. To facilitate HR initiatives in the effective implementation of the Strategic Performance Management System (SPMS).</li> <li>2. To provide technical support to the Human Resource Management Service (HRMS) in ensuring compliance, enhancing processes and strategies, and supporting development initiatives.</li> </ol>
KEY RESULT AREAS	<ol style="list-style-type: none"> <li>1. Performance Management</li> <li>2. Strategy and Development</li> <li>3. Technical Support and Compliance Reports</li> </ol>
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Develop a comprehensive competency framework to support effective performance management system;</li> <li>2. Review performance commitments and accomplishment reports of personnel;</li> <li>3. Prepare memoranda, reports and data analytics;</li> <li>4. Support the Performance Management Team (PMT) in facilitating cascading sessions related to the Strategic Performance Management System;</li> <li>5. Provides secretariat support to the PMT;</li> <li>6. Assist with responding to communication and queries related to the Individual Performance Commitment and Review (IPCR);</li> <li>7. Facilitate the agency's compliance with the Results-Based Performance Management System (RBPMS) and prepare a list of eligible recipients for the Performance-Based Bonus (PBB);</li> <li>8. To serve as the focal for Performance Governance System (PGS), Quality Management System (QMS), and Planning, Compliance, Monitoring and Evaluation (PCME); and</li> <li>9. Performs other tasks that may be assigned by the Chief Administrative Officer and HRMS Director.</li> </ol>