



TERMS OF REFERENCE

OFFICE	GENERAL ADMINISTRATIVE SUPPORT SERVICE
JOB TITLE/POSITION	PROJECT DEVELOPMENT OFFICER II (PDO II)
JOB LEVEL	Salary Grade 15 – Contract of Service (PHP 32,053.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	Head, General Administrative Support Service (GASS) - GSFD
COORDINATES WITH	GASS and other OPAPRU Office/Service
MINIMUM QUALIFICATIONS	Education: Bachelor's degree Experience: At least 1 year of relevant experience Training: 4 hours of relevant training
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Provide technical and administrative staff support in the areas of project management and other administrative functions;2. Assist in the day-to-day operations of the General Support and Facility Division (GSFD), Motorpool Section, Ticketing and Hotel Booking, and Common Use Supplies;3. Conducts research, conceptualization, planning, development, and monitoring of plans/project proposals;4. Ensure compliance with the laws, rules, and policies governing budgetary and fiscal matters;5. Cross-checks invoices with payments and expenses to ensure accuracy;6. Provide assistance in accomplishing necessary documents for timely compliance with government regulations, internal policies, and reporting requirements.7. Assist in the preparation of the unit's budget, accounts payable, and receivable;8. Provide assistance in accomplishing necessary documents for timely compliance;9. Performs other task may be assigned by his/her direct supervisor.