



### TERMS OF REFERENCE

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|--------------------------------|---|
| JOB TITLE / POSITION           | <b>ADMINISTRATIVE OFFICER IV – CONTRACT OF SERVICE</b>  |
| DESIGNATION                    | Finance Administrative Officer – Budget Division  |
| JOB LEVEL                      | SG 15 (Php. 32,053.00) Contract of Service  |
| PLACE OF ASSIGNMENT            | OPAPRU Central Office   |
| UNIT ASSIGNMENT                | FMS – Budget Division   |
| REPORTS DIRECTLY TO            | Budget Division Head, Director IV – Financial Management Service (FMS)  |
| SUPERVISES                     | N/A   |
| COORDINATES WITH               | All Finance Staff, All OPAPRU Units   |
| MINIMUM QUALIFICATION          | <b>Education:</b> Bachelor's Degree<br><b>Experience:</b> 1 year relevant working experience<br><b>Training:</b> 4 hours relevant training experience   |
| JOB OBJECTIVE                  | <ol style="list-style-type: none"><li>1. Prepare and generate budget financial reports.</li><li>2. Provide administrative support relative to the budget.</li><li>3. Facilitate budget processes compliant with DBM/COA regulatory requirements.</li></ol>  |
| KEY RESULT AREAS               | <ol style="list-style-type: none"><li>1. Generate Budget and Financial Accountability Reports to be reflected in the Agency Transparency Seal</li><li>2. Management of Agency expenditures in accordance with the approved General Appropriation Act (GAA)</li><li>3. Financial Management System (FMS)</li><li>4. Budget reports and other related schedules</li><li>5. Compliance with government rules and regulations (CSC, COA, DBM, etc.)</li></ol>   |
| KEY ROLES AND RESPONSIBILITIES | <ol style="list-style-type: none"><li>1. Reviews/verifies the completeness, processes obligation requests, allocates their budget accordingly, computes tax deduction, classifies the object of expenditures or the Unified Account Code Structure (UACS), and monitors the Work and Financial Plan received from different units/divisions of OPAPRU<ul style="list-style-type: none"><li>• General Administrative and Support Service (GASS)</li><li>• Human Resource Management Service (HRMS)</li><li>• CPP-NPA-NDF Peace Panel Office (CPPO)</li></ul></li><li>2. Updates TAB C of Obligations Request and Status (ORS)</li><li>3. Attends relevant annual budget preparation, training/seminars of DBM, COA, and other related agencies.</li><li>4. Performs other tasks that may be assigned by the Budget Division Head</li></ol> |