



**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>Information and Communications Technology Division (ICTD)</b>
JOB TITLE / POSITION	<b>Administrative Assistant II</b>
DESIGNATION (if applicable)	
JOB LEVEL	Administrative, Salary Grade (SG) 8 – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	<ol style="list-style-type: none"> <li>1. Completion of two (2) years in college</li> <li>2. 1 year of relevant experience</li> <li>3. 4 hours of relevant training</li> </ol>
JOB OBJECTIVE	To provide clerical and administrative support to ICTD.
KEY RESULT AREAS	Administrative tasks including coordination, monitoring, preparation and consolidation of reports, correspondence, memorandum and filing of documents.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Handles, manages, and comply with all finance and administrative requirements.</li> <li>2. Manages the day-to-day operations of the office.</li> <li>3. Performs a variety of skilled clerical and secretarial work, including typing, proofreading, filing, checking, and recording of information.</li> <li>4. Communicates various personnel, departments, outside agencies and private organization to exchange information.</li> <li>5. Facilitates IT support requests, coordinate activities, resolve issues or concerns, receives, and responds to phone calls.</li> <li>6. Monitors inventory levels of office and supplies.</li> <li>7. Perform other tasks that may be assigned by the immediate head.</li> </ol>