

## Office of the President of the Philippines Office of the Presidential Adviser on Peace, Reconciliation and Unity 7th Floor, Agustin 1 Building, F. Ortigas Jr. Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216



## **TERMS OF REFERENCE RPA-CPLA Peace Process Office (RCPPO)**

JOB TITLE	PROJECT DEVELOPMENT OFFICER I
JOB DESIGNATION	Area Technical and Administrative Support Staff
JOB LEVEL	2 - Technical, Salary Grade 11 (Php 22,316.00), COS
PLACE OF ASSIGNMENT	Iloilo with travel to NDCG areas in Panay and NCR
UNIT ASSIGNMENT	RPA Division, RPA-CPLA Peace Process Office (RCPPO)
REPORTS DIRECTLY TO	Division Chief, RPA Division
JOB QUALIFICATIONS	Education: Bachelor's Degree
(MINIMUM)	Work Experience: Preferably with One (1) year of technical-
	related experience
	Training: Prefereably with Eight (8) hours of relevant
	training
	Eligibility: None required
JOB OBJECTIVES	Provide technical support in matters pertaining to the overall
	implementation of the GPH-RPM-P/RPA/ABB Peace
KEY RESULTS AREA	Process Support to the implementation of the Normalization/
RET RESULTS AREA	Transformation Program for the RPM-P/RPA/ABB
JOB RESPONSIBILITIES	1. Assist in the operations and functionality of Special
30B REST OT (SIBILITIES	Project Teams of KAPATIRAN in Iloilo and NDCG areas;
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	2. Assist the field coordinator for the abovementioned areas
	ensuring the implementation of the Clarificatory
	Implementing Document (CID) of the 2000 RPMP/RPA-
	ABB Peace Agreement and the Local Peace Engagement
	(LPE) and its Transformation Program (TP);
	3. Provide overall administrative and technical support on
	the completion of the KAPATIRAN settlement sites and
	NDCG areas to the division chief and program head;
	4. Assist in database management;
	1. 115515t III database management,
	5. Facilitate and assist the unit in undertaking all
	groundwork/coordination/ preparatory work/monitoring for
	community-based activities;
	6. Assist the decumentation process of activities and
	6. Assist the documentation process of activities and facilitate research to support other important documents;
	racintate research to support other important documents,
	7. Perform other tasks as may be assigned by the Program
	Head/Director or Division Chief.
	Tiend, Director of Division Cinci.

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