



TERMS OF REFERENCE

OFFICE	General Administrative Support Services (GASS)
POSITION	Project Development Officer II
JOB LEVEL	Technical, Salary Grade 15 (Php32,053.00) Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	Administrative Support Services Unit
REPORT DIRECTLY TO	Head of the General Administrative Support Services
COORDINATES WITH	All OPAPRU Department/Services
JOB QUALIFICATIONS	<ul style="list-style-type: none">• Bachelor's degree• At least 1 year of relevant experience• 4 hours of relevant training
KEY ROLES & RESPONSIBILITIES	<ol style="list-style-type: none">1. Provides technical and administrative staff support in the areas of project management and other administrative functions;2. Conducts research, conceptualization, planning, development, and monitoring of plans/project proposals;3. Ensures compliance with the laws, rules, and policies governing budgetary and fiscal matters;4. Cross-checks invoices with payments and expenses to ensure accuracy;5. Assists in the preparation of the unit's budget, accounts payable, and receivable;6. Assists in the operations of the Building Management Section, Motorpool, and Records Management Section by helping review and propose policies and procedures;7. Provides assistance in accomplishing necessary documents for timely compliance in connection to the requirements of other OPAPRU offices/services/units and other government agencies;8. Provides regular updates to the head of the Administrative Service.9. Performs other functions as may be assigned by his/her supervisor.