



TERMS OF REFERENCE

OFFICE	Human Resource Management Service
JOB TITLE / POSITION	Project Development Officer III
DESIGNATION (if applicable)	Technical and Performance Officer
JOB LEVEL	Technical - Salary Grade 18, Php. 42,159.00 Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office – Pasig City
MINIMUM QUALIFICATIONS	Education: Bachelor's degree Experience: 2 year relevant experience Training: 8 relevant training
UNIT ASSIGNMENT	Human Resource Management Service – Training and Development Division, Compliance and Monitoring Section
REPORTS DIRECTLY TO	HRMS Director and Chief Administrative Officer
COORDINATES WITH	All HR officers, all OPAPRU Offices/Services, HR external partners and stakeholders
JOB OBJECTIVE	<ol style="list-style-type: none"> 1. To provide technical support to the HRMS on compliance, process/strategy, development; 2. To facilitate HR initiatives in the implementation of Strategic Performance Management System (SPMS); and 3. To serve as the Focal for Performance Governance System (PGS)
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Technical support and compliance reports 2. Performance management 3. Strategy and development
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Draft/Write position papers, policy papers, project proposals, CSW, memoranda and other technical documents for the unit and the HRMS Director; 2. Assists in facilitating the implementation of OPAPRU-SPMS: <ol style="list-style-type: none"> a. Perform functions of PMT Secretariat, particularly for individual level performances; b. Develops and implements interventions to educate and assist officers and employees on the system; c. Facilitates with partner units the Agency compliance to Performance-Based Incentive System (PBIS) requirements; d. Maintains and ensures database of IPCR ratings and performance distribution and added database for SPMS necessary for monitoring and evaluation; and e. Make consultations with and assist addressing issues of internal/external clients and stakeholders on SPMS. 3. Ensures/facilitates the achievement of the performance commitments of the office of HRMS 4. Leads the review and evaluation of the HRMS Strategy roadmap and Performance scorecard; 5. Coordinates with relevant offices/units/ relative to PMS and PGS processes;

	<ol style="list-style-type: none">6. Recommends unit strategies, new standards and mechanisms for improved processes and services;7. Serves as the PCME, JPBAC, and GAD Focal;8. Assists in facilitating assessment and planning of unit performance; and9. Performs other tasks that may be assigned by the HRMS Director.
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