



TERMS OF REFERENCE
RPA-CPLA Peace Process Office (RCPPPO)

JOB TITLE	PROJECT DEVELOPMENT OFFICER III
JOB DESIGNATION	Area and Settlement Sites Coordinator- Northern Negros
JOB LEVEL	2 - Technical, Salary Grade 18 (Php 42,159.00), COS
PLACE OF ASSIGNMENT	Bacolod City and Negros Island Region
UNIT ASSIGNMENT	RPA Division, RPA-CPLA Peace Process Office (RCPPPO)
REPORTS DIRECTLY TO	Division Chief, RPA Division
JOB QUALIFICATIONS (MINIMUM)	Education: Bachelor's Degree Work Experience: Two (2) years of technical-related experience Training: 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 Process
KEY RESULTS AREA	Support to the implementation of the Normalization/Transformation Program for the RPM-P/RPA/ABB
JOB RESPONSIBILITIES	<ol style="list-style-type: none">1. Supervise the operations and functionality of Special Project Teams of KAPATIRAN in Northern Negros2. Supervising 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 technical support on the completion of the KAPATIRAN settlement sites to the division chief and program head;4. Assist in database management;5. Facilitate and assist the unit head in undertaking all groundwork/coordination/ preparatory work/monitoring for community-based activities;6. Handle documentation process of activities and facilitate research to support other important documents;7. Undertake liaison work with the stakeholders in the communities and local government;8. Field Focal Person for the implementation of the 2000 Peace Agreement, 2019 CID and LPE-TP9. Perform other tasks as may be assigned by the Program Head/Director or Division Chief.