



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

OFFICE	OFFICE OF THE CHIEF OF STAFF (OCOS)
JOB TITLE/POSITION	PROJECT DEVELOPMENT OFFICER III (PDO III)
DESIGNATION	Technical Officer
JOB LEVEL	2 - Technical, Salary Grade 18 Contract of Service - (PhP42,159.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
MINIMUM QUALIFICATIONS	1. Bachelor's degree 2. 2 years relevant experience 3. 8 hours of relevant training
JOB OBJECTIVE	1. Ensure that the technical requirements of the OCOS are provided in a quality, timely and efficient manner
KEY RESULT AREAS	1. Technical and secretariat support 2. Coordination and facilitation
REPORTS DIRECTLY TO	Chief of Staff (COS)
KEY ROLES AND RESPONSIBILITIES	1. Provides technical and operational support to the Office of the Chief of Staff (OCOS) including but not limited to: a. Assists in facilitating and organizing the conduct of Management Committee (ManCom) meetings and other meetings/activities handled by the OCOS; and b. Prepares and distributes notices, agenda, directives, minutes of the meeting, presentation materials, video teleconference links, and other relevant documents/administrative arrangements 2. Prepares memoranda, summary disposition form, correspondences, reports, presentations for the COS and other similar documents; 3. Conducts research and other studies, as may be assigned; 4. Assists in monitoring documents/compliances and reviews reports, requests and other documents submitted to the office; 5. Attends, on behalf of the COS/EA III, in meetings, activities and other official functions as may be assigned; and 6. Performs the functions of the EA III in his/her absence and other duties and functions as may be assigned by the COS.