



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 II (PDO II)
JOB LEVEL	Salary Grade 15 SSL V First Tranche Contract of Service - (PhP32,053.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
MINIMUM QUALIFICATIONS	1. Bachelor's degree relevant to the job 2. At least one (1) year of relevant work experience 3. At least four (4) hours of relevant training
JOB OBJECTIVE	Ensure that the technical requirements of the OCOS are provided in a quality, timely and efficient manner
KEY RESULT AREAS	1. Technical Writing 2. Coordination and Facilitation
REPORTS DIRECTLY TO	Chief of Staff (COS) and Executive Assistant III
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; b. Coordinates with various programs/offices; and c. Prepares and distributes notices, agenda, directives/action points, minutes of the meeting, presentation materials, and other relevant documents/administrative arrangements. 2. Prepares memoranda, summary disposition form, correspondences, reports, presentations for the COS and other similar documents, as necessary; 3. Assists in monitoring documents/compliances and reviews reports, requests and other documents submitted to the office; 4. Represents the OCOS in administrative-related meetings, as may be instructed; and 5. Performs other duties and functions as may be assigned by the COS/EA III.