



TERMS OF REFERENCE

OFFICE	RPA-CPLA Peace Process Office (RCPPPO)
JOB TITLE	Administrative Aide IV (Utility)
JOB DESIGNATION	Planning, Compliance, Monitoring and Evaluation Officer
JOB LEVEL	Contract of Service- Salary Grade 4 (PhP 13,807.00)
PLACE OF ASSIGNMENT	RCPPPO-CPLA Division Office, Baguio City
UNIT ASSIGNMENT	RCPPPO CPLA Division
REPORTS DIRECTLY TO	Division Chief/ Head of RCPPO
COORDINATES WITH	RCPPPO staff, implementing partners, stakeholders, and concerned OPAPRU departments
JOB QUALIFICATIONS	Education: Completion of two-year studies in college or High School Graduate with relevant vocational/trade course Experience: None required Training: None required
JOB OBJECTIVES	To provide technical assistance and support efficiently and effectively in the daily operations of the CPLA Peace Process Office/division.
KEY RESULTS AREAS	Support to the implementation of programs under the RPA-CPLA Peace Process Office.
JOB RESPONSIBILITIES	<ol style="list-style-type: none"> a. Assist the RCPPO PCME in preparation and submission of reportorial requirements and compliances required by Planning, Programming and Resource Management Service (PPRMS) and Policy Development, Strategy and Knowledge Management Service (PDSKMS) b. Provides inputs for the preparation and finalization of programming documents such as Work and Financial Plan, and other related budget execution and/ or implementation document; c. Monitors and tracks budget utilization; d. Updates the CPLA Peace Process dashboard and flag immediate concerns; e. Draft technical updates and reports, meeting briefings, letters/ memos, and other correspondences; f. Perform other tasks as directed by the Head/ immediate supervisor.