



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

<b>JOB TITLE/POSITION</b>	<b>ADMINISTRATIVE ASSISTANT I</b>
<b>DESIGNATION</b>	RCPPPO RPA Division Administrative Assistant
<b>JOB LEVEL</b>	1 - Administrative, Salary Grade 7 (PhP15,524.00), COS
<b>PLACE OF ASSIGNMENT</b>	Aklan and Antique
<b>UNIT ASSIGNMENT</b>	RPA Division, RPA – CPLA Peace Process Office (RCPPPO)
<b>REPORTS DIRECTLY TO</b>	Division Chief, RPA Division
<b>JOB QUALIFICATIONS (MINIMUM)</b>	Education: 2-year college graduate/ 72 units earned in college/ Senior Highschool Graduate (K-12) Work Experience: None required Training Experience: None required
<b>JOB OBJECTIVES</b>	To effectively and efficiently provide administrative assistance in the implementation of the 2019 Clarificatory Implementing Document (CID) deliverables in the Western Visayas Region
<b>KEY RESULTS AREAS</b>	Support to the implementation of the Transformation Program of the GPH-RPM-P/RPA/ABB Peace Process
<b>JOB RESPONSIBILITIES</b>	<ol style="list-style-type: none"><li>1. Provide necessary administrative and logistical support to the Division Chief and Field Staff during official travels, meetings and events;</li><li>2. Process payments, advance requests and liquidations submitted by the Field Staff;</li><li>3. Review liquidations submitted by the Field Staff;</li><li>4. Review HR related documents from the JEMC;</li><li>5. Ensures timely liquidation and replenishment of the petty cash of the Division;</li><li>6. Perform other tasks as may be assigned by the Division Chief.</li></ol>