



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**

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**TERMS OF REFERENCE**

OFFICE	<b>Communication and Public Affairs Service</b>
JOB TITLE / POSITION	<b>Project Development Officer IV</b>
DESIGNATION (if applicable)	Media Relations Officer
JOB LEVEL	2 – Supervisory/Technical Salary Grade (SG) 22
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATION	<ol style="list-style-type: none"> <li>1. Relevant Bachelor's degree</li> <li>2. 3 years of relevant experience</li> <li>3. 16 hours of relevant training</li> </ol>
JOB OBJECTIVE	To create and maintain positive relationship with local and national media outfits and individuals.
KEY RESULTS AREAS	<ol style="list-style-type: none"> <li>1. Media coverage for OPAPRU events and activities, and facilitate media appearances for OPAPRU officials;</li> <li>2. Issues management in the assigned areas;</li> <li>3. Maintain good relationship with local media in the assigned areas; and</li> <li>4. Conduct media engagement activities.</li> </ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>1. Provide political and media analysis at national level in relation to the Programs;</li> <li>2. Assist in the conceptualization, development and production of communications plans and campaigns for assigned Program/s;</li> <li>3. Monitor local and national news and provide reports for relevant developments related to all Program/s;</li> <li>4. Provide monthly report in relation to OPAPRU's official releases;</li> <li>5. Provide daily news monitoring reports and tactical grid of issues;</li> <li>6. Provide news assessments and/or monitoring for rising issues and/or special activities or projects;</li> <li>7. Develop and write the following content: <ol style="list-style-type: none"> <li>a. Press releases</li> <li>b. Speeches</li> <li>c. Statements</li> <li>d. Messages</li> <li>e. Reports and</li> <li>f. Other communication materials assigned by the Director of CPAS</li> </ol> </li> <li>8. Arrange media interviews and appearances for key OPAPRU personnel in Greater Metro Manila (GMM);</li> <li>9. Manage the media during public engagements in GMM and assigned areas;</li> <li>10. Ensure timely dispatch of news/photo stories to media contacts through email, messaging apps, SMS, and other platform;</li> <li>11. Spearhead and/or supervise media events or other events as maybe assigned by Director of CPAS and/or Operations Chief or in cooperation with concerned units.</li> </ol>

