



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	Human Resource Management Service (HRMS)
JOB TITLE / POSITION	Administrative Officer IV
SECTION/UNIT OF ASSIGNMENT	Compensation and Benefits Section
JOB LEVEL	1 - Technical, Salary Grade (SG) 15 - Contract of Service (PhP32,053.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	Education: Bachelor's Degree Work Experience: One (1) year relevant experience Training: Four (4) hours of relevant training
REPORTS DIRECTLY TO	HRMS Director, Chief Administrative Officer, Supervising Administrative Officer
JOB OBJECTIVE	<ol style="list-style-type: none"> 1. To assist timely processing and release of employees' compensation and benefits. 2. To provide general administrative support for the efficient operations of HRMS
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Compensation and Benefits 2. Records Management
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assists in the preparation of contracts of service including first pay, last pay, and salary adjustments of personnel; 2. Assists in monitoring timekeeping, as assigned by the immediate supervisor; 3. Coordinates with other units regarding administrative issues/concerns; and 4. Assist in organizing and maintaining files and records of the unit; 5. Assist in maintaining the system database on the personnel data, especially the current salary grade vis-à-vis salary compensation; 6. Maintains updated files and database of contract of service personnel, consultants and personnel experts; 7. Prepares reports, charts and other presentation materials utilizing Microsoft office applications; 8. Performs other administrative tasks as may be assigned by the SAO, CAO and Director of the HRMS. 9. CAO and Director of the HRMS.