



### TERMS OF REFERENCE

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| OFFICE                          | <b>Planning, Programming and Resource Management Service (PPRMS)</b>   |
| JOB TITLE / POSITION            | <b>Administrative Assistant IV</b>   |
| JOB DESIGNATION (if applicable) | Finance and Administrative Assistant   |
| JOB LEVEL                       | 1 - Administrative, Salary Grade (SG) 10 Php 25,586.00   |
| PLACE OF ASSIGNMENT             | OPAPRU Central Office  |
| JOB OBJECTIVE                   | To provide efficient general administrative support service in the daily operations of the unit  |
| MINIMUM QUALIFICATION           | Education: Completion of 2-year college studies<br>Experience: Two (2) years of relevant experience<br>Training: Eight (8) hours of relevant training  |
| KEY RESULT AREAS                | <ol style="list-style-type: none"><li>1. Financial management (petty cash, bookkeeping, financial procedures and compliances)</li><li>2. Administrative assistance (coordination and logistics, property and supply management, HR procedures and compliances)</li><li>3. General services</li></ol>   |
| DUTIES AND RESPONSIBILITIES     | <ol style="list-style-type: none"><li>1. Provide efficient financial and administrative support to the unit and its officers, including but not limited to:<ol style="list-style-type: none"><li>a. Preparation of documentary requirements and processing of cash advances and logistical requirements of all travels, workshops/sessions, meetings and other activities of the unit.</li><li>b. Reservation of banquet/functions, tickets and hotel accommodations.</li><li>c. Reproduction of materials and documents for the activities.</li><li>d. Preparation of documentary requirements and processing of liquidations and reimbursements.</li><li>e. Management of petty cash fund (request, disbursement, bookkeeping and liquidation, etc.).</li><li>f. Facilitating the procurement and supply requirements of the unit.</li></ol></li><li>2. Implement the financial system and management:<ol style="list-style-type: none"><li>a. Handle efficient bookkeeping for the unit's financial. Develop, maintain and update a system/database. Record and update all financial accounts and transactions (i.e. cash advances, liquidations, replenishment of petty cash, reimbursements and payments) in the ledger/system.</li><li>b. Timely processing of cash advances, liquidations, replenishment of petty cash, reimbursements and payments. Ensure due compliance of all financial</li></ol></li></ol> |

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|  | <p>transactions with complete and valid supporting documents.</p> <p>c. Manage and monitor disbursements of cash advances and petty cash as programmed in the Work and Financial Plan (WFP) of the unit.</p> <p>3. Assist in the preparation of the unit's Financial Plan and PPMP.</p> <p>4. Act as the property and supplies custodian for the unit.</p> <p>5. Manage the flow of incoming and outgoing documents and communications of the unit.</p> <p>6. Organize and maintain the unit's filing system.</p> <p>7. Facilitate submission of HR requirements (DTR, PDS, SALN, SPMS, etc.) for the unit head and staff.</p> <p>8. Perform other pertinent tasks that may be assigned by the Director and as requested by unit personnel.</p> |
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