



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

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| <b>JOB TITLE</b>                    | <b>PROJECT DEVELOPMENT OFFICER I</b>  |
| <b>JOB DESIGNATION</b>              | Area Technical and Administrative Support Staff   |
| <b>JOB LEVEL</b>                    | 2 - Technical, Salary Grade 11 (Php 22,316.00), COS   |
| <b>PLACE OF ASSIGNMENT</b>          | RCPPO Bacolod Office, Negros Island Region (South)  |
| <b>UNIT ASSIGNMENT</b>              | RPA Division, RPA-CPLA Peace Process Office (RCPPO)   |
| <b>REPORTS DIRECTLY TO</b>          | Division Chief, RPA Division  |
| <b>JOB QUALIFICATIONS (MINIMUM)</b> | Education: Bachelor's Degree<br>Work Experience: Preferably with One (1) year of technical-related experience<br>Training: Preferably with Eight (8) hours of relevant training<br>Eligibility: None required   |
| <b>JOB OBJECTIVES</b>               | Provide technical support in matters pertaining to the overall implementation of the GPH-RPM-P/RPA/ABB Peace Process  |
| <b>KEY RESULTS AREA</b>             | Support to the implementation of the Normalization/Transformation Program for the RPM-P/RPA/ABB   |
| <b>JOB RESPONSIBILITIES</b>         | <ol style="list-style-type: none"><li>1. Assist in the operations and functionality of Special Project Teams of KAPATIRAN in Negros Island Region;</li><li>2. Assist the field coordinator for the abovementioned areas ensuring the implementation of the Clarificatory Implementing Document (CID) of the 2000 RPMP/RPA-ABB Peace Agreement and the Local Peace Engagement (LPE) and its Transformation Program (TP);</li><li>3. Provide overall administrative and technical support on the completion of the KAPATIRAN settlement sites to the division chief and program head;</li><li>4. Assist in database management;</li><li>5. Facilitate and assist the unit in undertaking all groundwork/coordination/ preparatory work/monitoring for community-based activities;</li><li>6. Assist the documentation process of activities and facilitate research to support other important documents;</li><li>7. Perform other tasks as may be assigned by the Program Head/Director or Division Chief.</li></ol> |