



TERMS OF REFERENCE

OFFICE	Human Resource Management Service (HRMS)
JOB TITLE / POSITION	Administrative Officer II (Contract of Service)
JOB LEVEL	Administrative, Salary Grade (SG) 11 – Php. 22,316.00
PLACE OF ASSIGNMENT	OPAPRU - Central Office, Pasig City
MINIMUM QUALIFICATIONS	Job Category: Administrative Education: Bachelor's degree Experience: None Training: None
REPORT DIRECTLY TO	Supervising Administrative Officer (SAO); Chief Administrative Officer (CAO); and HRMS Director
JOB OBJECTIVE	To provide general administrative support for the efficient operations of HRMS
KEY RESULT AREAS	<ul style="list-style-type: none"> • Compensation and Benefits • Administrative Assistance
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assists in the preparation of contracts of service and consultants/experts including first pay, last pay and salary adjustments of personnel; 2. Assists in the preparation of overtime services/pay and/or compensatory time-off for both regular contractual and contract of service personnel; 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.