



## TERMS OF REFERENCE

OFFICE	<b>Legislative and Legal Service</b>
JOB TITLE / POSITION	<b>Administrative Officer II</b>
JOB LEVEL	Technical, Salary Grade 11 (Php 30,024.00) Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office
MINIMUM QUALIFICATIONS	<b>Education:</b> Bachelor's degree <b>Work Experience:</b> None <b>Training:</b> None
REPORTS DIRECTLY TO	Head of LLS
KEY RESULT AREAS	<ol style="list-style-type: none"><li>1. Financial management (petty cash, bookkeeping, liquidation, budget preparations, and other financial procedures and compliances)</li><li>2. Administrative assistance (coordination and logistics, property supply management, HR procedures and compliances)</li><li>3. General services</li></ol>
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"><li>1. Primary tasked to effectively provide administrative support to all the personnel of LLS;</li><li>2. Responsible for receiving, recording, encoding, and tracking documents referred to LLS. As well as maintain and ensuring that all hard copies and digital copies of all incoming and outgoing communications, administrative and financial records are properly filed including the monitoring of compliance to request for comments, opinions, inputs, or responses;</li><li>3. Manage LLS' petty cash and the accurate and updated recording of disbursements and actual purchases of duly processed approve office requisitions in accordance with the standard accounting and auditing procedures;</li><li>4. Prepare the budget requests for the cash advances for travel-related activities, liquidation report, and reimbursement of the LLS Head and personnel;</li><li>5. Handles logistical and administrative requirements of LLS; and</li><li>6. Perform such other functions as may be assigned by the Head of LLS, related, relevant, or analogous to the foregoing.</li></ol>