



TERMS OF REFERENCE
RPA-CPLA Peace Process Office (RCPPPO)

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| JOB TITLE/POSITION | ADMINISTRATIVE ASSISTANT I |
| DESIGNATION | RCPPPO RPA Division Administrative Assistant |
| JOB LEVEL | 1 - Administrative, Salary Grade 7 (PhP15,524.00), COS |
| PLACE OF ASSIGNMENT | RCPPPO Bacolod Office, Negros Island Region |
| UNIT ASSIGNMENT | RPA Division, RPA – CPLA Peace Process Office (RCPPPO) |
| REPORTS DIRECTLY TO | Division Chief, RPA Division |
| JOB QUALIFICATIONS (MINIMUM) | Education: 2-year college graduate/ 72 units earned in college/ Senior Highschool Graduate (K-12) Work Experience: None required Training Experience: None required |
| JOB OBJECTIVES | To effectively and efficiently provide administrative assistance in the implementation of the 2019 Clarificatory Implementing Document (CID) deliverables in the Western Visayas Region |
| KEY RESULTS AREAS | Support to the implementation of the Transformation Program of the GPH-RPM-P/RPA/ABB Peace Process |
| JOB RESPONSIBILITIES | <ol style="list-style-type: none">1. Provide necessary administrative and logistical support to the Division Chief and Field Staff during official travels, meetings and events;2. Process payments, advance requests and liquidations submitted by the Field Staff;3. Review liquidations submitted by the Field Staff;4. Review HR related documents from the JEMC;5. Ensure timely liquidation and replenishment of the petty cash of the Division;6. Perform other tasks as may be assigned by the Division Chief. |