



TERMS OF REFERENCE

JOB TITLE / POSITION	ADMINISTRATIVE OFFICER IV
DESIGNATION	Finance Administrative Officer – Budget Division
JOB LEVEL	SG 15 (Php 32,053.00) CONTRACT OF SERVICE
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	Finance Department – Budget Division
REPORTS DIRECTLY TO	Budget Division Head
SUPERVISES	N/A
COORDINATES WITH	All Finance Staff, All OPAPRU Units
JOB OBJECTIVE	<ol style="list-style-type: none"> 1. Prepare and generate budget reports. 2. Assist in the preparation of the Annual Budget Proposal. 3. Regular monitoring of relevant documents. 4. Provide administrative support to the Budget Section.
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Maintenance of the Agency Transparency Seal as per Budget and Financial Accountability Reports (FARs) 2. Management of agency expenditures in accordance with the approved General Appropriation Act (GAA) 3. Financial Management System (FMS) 4. Budget reports and other related schedules 5. Compliance with government rules and regulations (CSC, COA, DBM, etc.)
KEY ROLES AND RESPONSIBILITIES	<p>Individual Task:</p> <ol style="list-style-type: none"> 1. Monitor various budget reports/documents: <ul style="list-style-type: none"> ➤ Utilities (Electricity, water, etc.) ➤ Payment for house/office rentals, and ➤ Work and Financial Plan of Finance and Mandatories 2. Monitor and prepare Allotment Release Orders for MRAF. 3. Generate and submit a detailed Registry of Allotment and Obligations every 20th and end of the month, and prepare adjustments of entries upon reconciliation with the concerned units. 4. Ensure and maintain the filing of all budget files (MOA, Request Letter, Contracts, Circulars, monthly Reports/ORS). 5. Recommended as HRIS TWG Member. <p>Budget Division Task:</p> <ol style="list-style-type: none"> 1. Monitor the Work and Financial Plan of all OPAPRU Units/ Departments. 2. Printing of TAB C of ORS. 3. Revise/validate request for Budget Allocation per unit and monitor allotments as per the Total Program per unit. 4. Receive incoming financial transactions, review/verify their completeness, process obligation requests received from

	<p>different units/divisions of OPAPP, allocate their budget accordingly, and classify the object of expenditures (UACS).</p> <ol style="list-style-type: none"> 5. Ensure the gross amount of each transaction and its Expanded Withholding Tax (EWT) and final Value-Added Tax (VAT) are accurately computed and deducted. 6. Coordinate with requesting units for the completion of the activity and supporting documents for proper obligations. 7. Prepare budget briefing folio/materials for Congress and Senate in preparation for Budget hearings. 8. Perform other tasks that may be assigned by the Budget Division Head
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