



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
7th Floor, Agustin I Building, F. Ortigas Jr. Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216



TERMS OF REFERENCE

OFFICE	GENERAL ADMINISTRATIVE SUPPORT SERVICE
JOB TITLE / POSITION	ADMINISTRATIVE OFFICER II
JOB LEVEL	Administrative, Salary Grade 11 (PhP22,316.00) Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	Head, General Administrative Support Service (GASS)
COORDINATES WITH	General Administrative Support Service and other OPAPRU Office/Service
MINIMUM QUALIFICATIONS	<ol style="list-style-type: none">1. Bachelor's Degree2. At least one (1) year relevant working experience
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Assist in submitting compliance documents, budget reports, and processing payments.2. Support the operations of various general services sections, including Property and Supplies, Building Management, Motorpool, and Records Management, by reviewing and proposing policies and procedures.3. Ensure strict adherence to vehicle maintenance protocols and regulations, guaranteeing roadworthiness standards are met.4. Coordinate closely with other OPAPRU Office/Service personnel and service providers regarding technical compliance for various general services, including motor vehicle repair and maintenance.5. Provide regular updates to the Officer-in-Charge of General Administrative Support Services.