



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
 7th Floor, Agustin 1 Building, F. Ortigas Jr. Road, Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216

TERMS OF REFERENCE

JOB TITLE / POSITION	Administrative Officer II
DESIGNATION (if applicable)	Administrative Officer
JOB LEVEL	Salary Grade (SG) 11- Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	Localized Peace Engagement Office (LPEO)
MINIMUM QUALIFICATION	Relevant Bachelor's degree
REPORTS DIRECTLY TO	Director of LPEO
SUPERVISES	N/A
COORDINATES WITH	All OPAPRU offices/services, government agencies, and other stakeholders
JOB OBJECTIVE	Provide administrative support for the LPEO in managing all office engagements in OPAPRU
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Administrative assistance 2. General services
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assist in the processing of payments, advance requests and liquidations related to implementation of projects and activities; 2. Assist in the preparation of the liquidations of the office and recommends actions for any outstanding issues that may impede project implementation; 3. Ensure timely liquidation and replenishment of the petty cash for the LPEO; 4. Liaise with OPAPRU units on financial and administrative matters and ensures that all administrative and financial transactions are properly carried out; 5. Ensure that budget requirements from other units in relation to LPEO activities comply with the standard budget requirements and tranche payment set by OPAPRU; 6. Monitors implementation of 5s in the office; 7. Serve as property custodian of the LPEO to ensure safety and monitoring of the whereabouts of all the properties assigned to the LPEO; and 8. Performs other tasks that will be assigned from time to time by the Director.