



**Office of the President of the Philippines**  
**Office of the Presidential Adviser on Peace, Reconciliation and Unity**

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**TERMS OF REFERENCE**

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| OFFICE                      | <b>Communication and Public Affairs Service</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| JOB TITLE / POSITION        | <b>Project Development Officer IV</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| DESIGNATION (if applicable) | CSPP Comms Officer (CSPP Guidebook for Government Officers) and Copy Editor                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| JOB LEVEL                   | 2 – Supervisory/Technical Salary Grade (SG) 22                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| PLACE OF ASSIGNMENT         | OPAPRU Central Office                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| MINIMUM QUALIFICATION       | <ol style="list-style-type: none"> <li>1. Relevant Bachelor's degree</li> <li>2. 3 years of relevant experience</li> <li>3. 16 hours of relevant training</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| JOB OBJECTIVE               | To efficiently provide communications support to in the creation of the CSPP guidebook for government officers and for all OPAPRU and peace-related events and activities in the assigned areas. To ensure the high quality of communications materials, and that they are in line with the agency's key messaging.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| KEY RESULTS AREAS           | <ol style="list-style-type: none"> <li>1. Oversee the workshops of the CSPP guidebook for government information officers;</li> <li>2. Edit and development content materials of the OPAPRU.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| DUTIES AND RESPONSIBILITIES | <ol style="list-style-type: none"> <li>1. Run the workshops for the CSPP guidebook for government information officers;</li> <li>2. Coordinated with other government agencies to help cascade the CSPP guidebook</li> <li>3. Act as the facilitator and resource person for the CSPP Comms workshops</li> <li>4. Provide analysis to see the progress of the government officers who underwent the workshops</li> <li>5. Provides technical inputs to the team; and</li> <li>6. Performs administrative tasks and other duties as required for the workshops</li> <li>7. Edit and write the following content: <ol style="list-style-type: none"> <li>a. Press releases</li> <li>b. Speeches</li> <li>c. Statements</li> <li>d. Messages</li> <li>e. Reports and</li> <li>f. Other communication materials assigned by the Director of CPAS</li> </ol> </li> <li>8. Edit content for information, education, and communications (IEC) materials for CSPP-related information and assigned Program/s;</li> <li>9. Assist in the implementation of the communications plans and campaigns for the assigned Program/s;</li> <li>10. Provide photo and video documentation in all activities organized by the Agency; and</li> </ol> |

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|  | 11. Handle events and special projects as may be assigned by the Director of CPAS and/or Operations Chief or in cooperation with concerned units |
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