JOB SUMMARY
Administrative Officer V, SG 18, Research Division

1. Office management
   - Overseeing the work of staff assigned to the Research Division;
   - Maintains office services by organizing office operations and procedures; controlling correspondence; designing filing systems; reviewing and approving supply requisitions; assigning and monitoring clerical functions
2. Research solicitation, proposal preparation
   - Announce calls for research proposal submission to faculty;
   - Assist the Division Chief (DC) for Research in preparing research agenda, proposals, as needed
3. Research contract preparation and monitoring
   - Draft research contracts, monitor submission of research outputs, prepare requests for payment for research contracts;
4. Research and prepare summary reports
   - Prepare summary reports of PCED and faculty research for various agencies (DBM, Senate, Congress, UP, etc.);
5. Information Preparation
   - Assist the DC for Research in writing letters and memos;
   - Compile data for reports, create computerized presentations, write reports, transcribe dictation, editing, proof reading and other information preparation duties;
   - Prepare research contract of each faculty who applied for a research; monitoring their schedules & deadlines; prepares request for payment for each output submitted and issues a certificate of completion once final report is submitted;
6. Research Records Management
   - Ensuring that financial, legal or administrative requirements and regulations are complied with;
   - Evaluating records for preservation and retention of the office
7. Contracts Management
   - Draft contract related to support to teaching and support to research for review of the Executive Director;
   - Monitor the implementation of all contracts related to support to teaching and support to research.
8. Perform other functions required by the Division Chief for Research.
9. Perform other functions required by the Executive Director.

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