

TERMS OF REFERENCE

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| Source | DENR-BMB | Monthly Rate | Php 16,632/ month |
| Position | Administrative Assistant | Duration | 9 months |

II. Detailed Duties and Responsibilities

The duties and responsibilities of the Administrative Assistant that will be hired are as follows:

- Receive, record, and update the status of documents manually and in the EDATS portal for proper document routing;
- Refer documents for action of the Division Chief;
- Release and deliver outgoing documents to concerned Divisions/Offices for processing and/or approval;
- Record, release, and deliver approved CITES permits;
- Monitor and update status of documents and requests in the eFOI portal;
- Organize, maintain, and file official documents of the Division Chief;
- Provide assistance/Attend to answering phone calls;
- Provide assistance and coordination during the conduct of meetings; and,
- Perform other tasks as may be assigned from time to time.

III. Qualifications and Professional Requirements

The Administrative Assistant should have the following qualifications:

- Completion of two-year studies in college or High School Graduate with relevant vocational/trade course;
- With atleast 6 months of clerical or secretarial experience;
- Adept with technology and with basic knowledge in Microsoft Office applications;
- Efficient in organizing and maintaining files;
- Can manage communication including emails and telephone calls;
- Knowledgeable of general office equipment; and,
- With amiable personality and can generally work with people.

IV. Management and Reporting Requirements

The Administrative Assistant shall be contracted by the DENR-Biodiversity Management Bureau. He/she shall report to the Office of the Chief, Wildlife Resources Division.

Interested applicants should submit to the undersigned the following:

1. Letter of intent;
2. Curriculum Vitae which includes the following
 - a. Educational background
 - b. Work experience
 - c. Relevant trainings

The application documents must be submitted to the address below on or before **April 27, 2022**:

The Director
Biodiversity Management Bureau
Ninoy Aquino Parks and Wildlife Center
Quezon Avenue, Quezon City
Email address: bmb@bmb.gov.ph
Attention: The Chief, Personnel Section

Approved by:



NATIVIDAD Y. BERNARDINO
OIC-Director