

Administrative Assistant TERMS OF REFERENCE

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (BMB - DENR) intends to engage the services of an Administrative Assistant to assist in the office administration and in the conduct of activities for the implementation of the NIPAS Act, as amended, and other programs of the Bureau.

Service Description	:	Administrative Assistant
Duration	:	1 February to 31 December 2025
Approved Budget for Contract	:	PhP756 per day for every eight (8) hours (inclusive of taxes)

I. Scope of Work

The Administrative Assistant is tasked to perform the following functions:

1. Receive and log incoming and outgoing communications of the National Parks Division (NPD);
2. Assist in the preparation and conduct of meetings, webinars, workshops, conferences and other related activities and programs of the Divisions;
3. Organize Division's files including its recording and safekeeping, both in digital and hards copies;
4. Scan, digitize, and organize electronic copies of all existing NPD Documents identified and determined to be of permanent value,
5. Assist in the preparation of voucher of petty cash and liquidations;
6. Assist in securing food for NPD Meetings and other events;
7. Assist in the inventory of supplies and equipment of NPD;and
8. Perform other tasks/errands as me be assigned by supervisors

II. Qualifications and Professional Requirements

1. Completion of at least two (2) years in college;
2. Working knowledge in records management , including flow of documents, record keeping and document filling;
3. Computer skills with sound knowledge of word processing, spreadsheets, Google Workspace, and online meeting platforms;
4. Proficiency in the operation of common office equipment such as, among others, printer, scanner, photocopy machine;
5. Ability to quickly grasp procedures and standards in the performance of assigned responsibilities;
6. Ability to work with minimum supervision; and
7. Must be a Filipino citizen and is residing in the Philippines

III. Management and Reporting Arrangements

The Administrative Assistant shall be contracted by the Biodiversity Management Bureau. He/she shall report to the National Parks Division.

IV. Documentary Requirements

Interested applicants shall submit the following:

1. Letter of intent;
2. Curriculum Vitae or, if currently working in the government, Personal Data Sheet;
3. Photocopy of Transcript of Records

Interested applicants may submit their application not later than January 29, 2025 to:

MARCIAL C. AMARO, JR.

Assistant Secretary for Biodiversity and
concurrent Director

Ninoy Aquino Parks and Wildlife Center

Quezon Avenue, Diliman, Quezon City

Telephone Nos.: (632) 8924-6031 to 35

Fax: (632) 8924-0109, (632) 8920-4417

Website: <http://www.bmb.gov.ph>

Email Address: bmb@bmb.gov.ph, npd@bmb.gov.ph

Approved:



MARCIAL C. AMARO, JR.

Assistant Secretary for Biodiversity and
concurrent Director