

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 office administration and in the conduct of activities of the Procurement Management Unit.

Service Description	:	Administrative Assistant
Duration	:	01 February 2025 to 31 December 2025
Approved Budget for Contract	:	PhP756.00 per day for every eight hours Rendered (inclusive of taxes)

I. Scope of Work:

The Administrative Assistant is tasked to perform the following function:

1. Receiving, recording and releasing documents at the Procurement Management Unit;
2. Facilitate approval of CMEMP Purchase Requests (PRs), Purchase Orders (POs), Job Orders (JOs) and Contracts;
3. Assist in the monitoring of delivery of goods and services;
4. Provide timely inputs and updates to CMEMP Procurement Matrix and Procurement Tracking System;
4. Submit bi-monthly report of the procurement list and status to CMD on CMEMP concerns as attachment to accomplishment report;
5. Assists in the preparation on Request for Quotation, Disbursement Vouchers, Job Orders, Purchase Orders, etc.;
6. Scans and photocopies of RFQ, Contracts, POs, JOS, Memos, etc. for record filing;
7. Perform other tasks as may be assigned by the immediate supervisor and/or higher BMB authorities from time to time.

Qualifications and Professional Requirements:

1. Must be a Filipino citizen and a resident of the Philippines;
2. Has completed at least two (2) years course in college;
3. At least one (1) year of relevant experience in records management, including flow of documents, record keeping, document filing, report creation and other related clerical work;
4. Computer skills with sound knowledge of word processing, spreadsheet, cloud storage, and online meeting platforms;
5. Has good interpersonal and communication skills (both written and spoken English language);
6. Good coordination skills and ability to work in a team;

7. Able to work with minimum supervision, independently and/or in collaboration with others;
8. Ability to quickly grasp procedures and standard in the performance of assigned task and responsibilities.

II. Management and Reporting Arrangements

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

IV Documentary Requirements

Interested applicants shall submit the following:

1. Letter of intent
2. Personal Data Sheet (CSC Form 212) of Curriculum Vitae which contains basic personal information, education background, work experience and accomplishments, relevant trainings, and three (3) character reference with complete contact addresses; and
3. Photocopy of Transcript of Records.

Interested applicants may submit their applications not later than February 4, 2025 to:

MARCIAL C. AMARO, JR.

Assistant Secretary for Biodiversity
and concurrent Director

Biodiversity Management Bureau

Ninoy Aquino Parks and Wildlife Center

Quezon Avenue, Diliman, Quezon City

email add: bmb@bmb.gov.ph / hrrdu@bmb.gov.ph

Attention: Head, Human Resources Development Unit

Approved:


MARCIAL C. AMARO, JR.

Assistant Secretary for Biodiversity
and concurrent Director