

## TERMS OF REFERENCE

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (DENR-BMB) intends to engage the services of One (1) Administrative Assistant to ensure a more efficient, effective and responsive cashiering services to address the growing requirements of cash related transactions of the Bureau:

|                              |   |  |
|------------------------------|---|--|
| Service Description          | : | Administrative Assistant   |
| Duration                     | : | 1 February 2025 to December 31, 2025                                       |
| Approved Budget for Contract | : | PhP 756.00 per day for every eight (8) Hours rendered (inclusive of taxes) |

### **I. Scope of Work**

The Administrative Assistant is tasked to perform the following functions:

1. Prepare the requisition and issue slip (RIS) per gate tickets issues to gate collectors of the NAPWC;
2. Prepare all supporting documents of the monthly report of check issued and cancelled (RCIC) of all funds;
3. Alternate in the preparation of checks and LDAP-ADA to be issued to external & internal creditors;
4. Alternate in the preparation of advice of checks issues & cancelled;
5. Indexing of all paid disbursement vouchers for internal and external creditors;
6. Preparation of monthly report of supplies & materials issued (RSMI);
7. Recording of all incoming and outgoing disbursement vouchers, reports and other documents;
8. Preparation of biller data entry system of creditors; and
9. Perform other tasks as may be deemed necessary and/or assigned by the immediate supervisor or higher BMB management authorities.

## II. Qualifications and Professional Requirements

1. Completion of two (2) years studies in college;
2. One (1) year relevant experience; and
3. Four (4) hours of relevant training.

## III. Management and Reporting Arrangements

The Administrative Assistant shall be contracted by the Biodiversity Management Bureau. He/She shall be stationed at the Office of the Director, Cashier Unit.

## IV. Documentary Requirements

Interested applicants should submit the following:

1. Signed Letter of Intent
2. Personal Data Sheet (CSC Form 212) or Curriculum Vitae
3. Photocopy of Transcript of Records

Interested applicants may submit their application not later than February 7, 2025 to:

**MARCIAL C. AMARO, JR., CESO II**

Assistant Secretary for Biodiversity  
and concurrent Director


Ninoy Aquino Parks and Wildlife Center  
Quezon Avenue, Diliman, Quezon City

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Approved by:



**MARCIAL C. AMARO, JR. CESO II**  
Assistant Secretary for Biodiversity and  
Concurrent Director, BMB