

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 assist in office administration and management of the Bureau's records.

Service Description	:	Administrative Assistant
Duration	:	13 June 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. Receive, record and release all incoming and / or outgoing official documents;
2. Make use of the DENR Enhance Document Tracking Systems in the recording of all incoming documents;
3. Liase / Deliver documents to the concerned division/office or agency;
4. Organize and maintain official files / records of release documents from the BMB;
5. Assist in the inventory and disposition of BMB records;
6. Monitor and update status of documents and requests in the eFOI portal; and
7. 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 at least two (2) years studies in college with one (1) year relevant experience and 4 hours of relevant training;
2. Working knowledge in records management, including flow of documents, record keeping and document filing;
3. Computer skills with sound knowledge of work processing, spreadsheets, google workspace, and online meeting platforms;
4. Proficiency in the operation of common office equipment such as, among others, printer, scanner, and 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 and shall report to the Records Management and Documentation Unit under the Administrative and Finance, Office of the Director.

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 July 1, 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

Tel. Nos.: (632) 924-6031 to 35 Fax: (632) 924-0109, (632) 920-4417

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

E-mail: bmbhrdu.application@gmail.com

Approved by:


MARCIAL C. AMARO, JR. CESO II

Assistant Secretary for Biodiversity
and concurrent Director, BMB