

TERMS OF REFERENCE

HIRING OF CONTRACT OF SERVICE PERSONNEL UNDER THE CAVES, WETLANDS AND OTHER ECOSYSTEMS DIVISION

The Biodiversity Management Bureau of the Department of Environment and Natural Resources (BMB-DENR) intends to engage the services of an **Administrative Assistant** who will supplement the manpower requirements of the Caves, Wetlands and Other Ecosystems Division (CAWED).

Position Description	:	Administrative Assistant
Duration	:	August to December 2025 (renewable)
Salary	:	Php 756.00 per day (inclusive of taxes)

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; and
6. Ability to work with minimum supervision

Major Duties and Responsibilities:

1. Receives, records and releases all incoming and outgoing documents of the Division;
2. Maintains electronic filing system for technical and administrative documents, i.e. memoranda, letters and other communications referred to CAWED and follows-up documents acted by the Division;
3. Liase/Deliver documents to the concerned division/office
4. Organize and maintain official files / records of release documents
5. Assist in the inventory and disposition of records and
6. Performs other tasks as may be assigned.

Application Requirements:

Interested applicant must submit the following:

- Application letter
- Curriculum vitae or, if working with government, completely filled Personal Data Sheet (CSC Form 212 revised 2017)
- Copy of Diploma or 2-year Course Certificate
- Copy of Transcript of Records

Please send application not later than AUG 21 2025 to:

MARIGLO ROSAIDA I. LARIRIT

Assistant Director

Biodiversity Management Bureau

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

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Approved:



MARIGLO ROSAIDA I. LARIRIT

Assistant Director