



TERMS OF REFERENCE

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| OFFICE | GENERAL ADMINISTRATIVE SUPPORT SERVICE |
| JOB TITLE/ POSITION | ADMINISTRATIVE OFFICER II - General Support and Facility Division |
| JOB LEVEL | SG 11 (Php 28,512.00) - Contractual |
| PLACE OF ASSIGNMENT | OPAPRU Central Office, Pasig City |
| REPORTS DIRECTLY TO | OIC, Head, General Administrative Support Service |
| COORDINATES WITH | GASS and other OPAPRU Office/Service |
| MINIMUM QUALIFICATIONS | Education: Bachelor's Degree relevant to the job Work Experience: None required Training Experience: None required |
| KEY ROLES AND RESPONSIBILITIES | <ol style="list-style-type: none">1. Provide support for the requirements and operations of the Hotel Booking Section, including tasks such as booking arrangements, liquidation processes, and performance monitoring.2. Maintain an updated inventory and ensure accurate tracking of hotel booking activities.3. Assist in preparing status reports for the Facility and Motorpool Sections.4. Coordinate with the Procurement Service–Department of Budget and Management (PS-DBM) to track and monitor the status of OPAPRU funds allocated for Common-Use Supplies.5. Support the monitoring of payments and compliance within the GASS – General Support and Facility Division.6. Perform other duties and responsibilities as assigned by the immediate supervisor. |