



TERMS OF REFERENCE

OFFICE	GENERAL ADMINISTRATIVE SUPPORT SERVICE
JOB TITLE/POSITION	ADMINISTRATIVE ASSISTANT II
JOB DESIGNATION (if applicable)	
JOB LEVEL	Salary Grade 8 – Contract of Service (PHP 17,505.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	Head, General Administrative Support Service (GASS) – Ticketing Section
COORDINATES WITH	GASS and other OPAPRU Office/Service
MINIMUM QUALIFICATIONS	Education: Completion of two (2) years in college Work Experience: 1 year of relevant experience Training Experience: 4 hours of relevant training
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Assist in the management of airfare booking2. Maintain accurate monitoring of database and proper documentation of ticketing status;3. Provide support in the preparation of the status report of the ticketing section;4. Provide support in the preparation of payment and liquidation of airfare;5. Assist coordination with PS-DBM on the status of OPAPRU fund for tickets;6. Establish coordination with other unit/department for submission of ticketing requirements;7. Performs other task may be assigned by his/her direct supervisor.