



TERMS OF REFERENCE

OFFICE	General Administrative Support Service (GASS)
JOB TITLE / POSITION	ADMINISTRATIVE OFFICER III
DESIGNATION (if applicable)	Procurement Assistant
JOB LEVEL	Administrative – Salary Grade 14 (Php. 33,843.00) – Contract of Service
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	GASS
REPORTS DIRECTLY TO	Administrative Office V
SUPERVISES	N/A
QUALIFICATIONS	<ol style="list-style-type: none"> 1. Relevant experience and requirements Bachelor’s degree in business administration, commerce, management or other relevant discipline 2. At least 2-years of relevant experience in procurement, contract management 3. At least 40-hours training on Republic Act 8194 and its Revised 2016 Implementing Rules and Regulations
COORDINATES WITH	All OPAPRU various Offices and Services
JOB OBJECTIVE	<ol style="list-style-type: none"> 1. To assist the GASS-Procurement Management Division in the conduct of OPAPRU procurement requirements 2. To provide technical support to the GASS
KEY RESULT AREAS	<ol style="list-style-type: none"> 1. Procurement of goods and services 2. Administrative support 3. Events and social activities
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Provides administrative support to the procurement-related work of the Division, such as procurement of goods and services; 2. Support in the monitoring and evaluation of the technical specifications of requests of procurement of goods and services; 3. Assists the Division and the GASS as a whole, in its duties such as document management and organizing meetings, discussions and events; 4. Review purchase requests, job requests from various OPAPRU units, including validating of funds to ensure availability of funds augmentation; 5. Assist in the preparation of invitation to bid, request for quotation (RFQ) to be submitted to the Bids and Awards Committee (BAC); 6. Conduct market study on the procurement of goods and services; 7. Processing of payments for the awarded contracts through bidding; 8. Assists in the preparation of memoranda, budgetary requirements and concept notes for procurement projects; and 9. Perform other tasks that may be assigned by the GASS Head.