



TERMS OF REFERENCE

OFFICE	General Administrative Support Service (GASS)
JOB TITLE/ POSITION	Chief Administrative Officer (CAO)
DESIGNATION	General Support and Facility Division
JOB LEVEL	Technical, Salary Grade (SG) 24 (PhP 90,078.00), Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
MINIMUM QUALIFICATIONS	Education: Master's Degree or Certificate of Leadership and Management from the Civil Service Commission (CSC); Work Experience: At least three (3) years of experience in a supervisory or managerial position; and Training Experience: 40 hours of supervisory/management learning and development intervention undertaken within the last 5 years
REPORTS DIRECTLY TO	GASS Director/Unit Head
SUPERVISES	All technical and administrative staff under GASS
COORDINATES WITH	All OPAPRU Office/Service
JOB OBJECTIVE	Responsible for the assistance in supervision of the operations of GASS in support of the Unit Head.
KEY RESULT AREAS	Divisions of the GASS: a. General Services and Maintenance Division (GSMD) b. Information Communication and Technology Division (ICTD)
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none"> 1. Assists the GASS Director/Unit Head in the management and execution of the Service's Terms of Reference and Work Plan covering General Maintenance and ICT Programs; 2. Supervises officers under the GSMD and ICTD, including all Sections under it; 3. Implements government administrative policies and issuances, and formulates internal guidelines related to information communication systems and general services and maintenance for the OPAPRU; 4. Assists the GASS Head in the supervision of the administrative (personnel management, staff development, and general services requirements) of the GSMD and ICTD; 5. Assist in overseeing and ensuring that the strategic plans and programs of the GSMD and ICTD aligned to



	<p>the over-all goals and objectives of the agency/organization (e.g. ISSP);</p> <ol style="list-style-type: none">6. Assists the GASS Head in monitoring and mandatory compliance to concerned OPAPRU policies and other issuances of other government policies and guidelines;7. Serves as an alternate to the GASS Head in various inter-agency and inter-unit committees and mechanisms; and8. Performs other tasks as may be assigned by the GASS Head and the9. Presidential Assistant for Internal Management Cluster.
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