



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)
PLACE OF ASSIGNMENT	OPAPRU Central Office
UNIT ASSIGNMENT	GASS
REPORTS DIRECTLY TO	Administrative Office V of GASS-Procurement Management Division
SUPERVISES	N/A
QUALIFICATIONS	<ol style="list-style-type: none"> 1. Bachelor's Degree Graduate but preferably has relevant experience and requirements in Business Management, Engineering, Public Administration or other relevant discipline 2. At least 1-year of relevant experience in procurement, contract management 3. At least 16-hours training on Republic Act 8194 and its Revised 2016 Implementing Rules and Regulations or other procurement or inventory related trainings
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.

