



TERMS OF REFERENCE

OFFICE	General Administrative Support Service (GASS)
JOB TITLE / POSITION	Project Development Officer V (<i>Job Order</i>)
DESIGNATION	Building Service Specialist
JOB LEVEL	Salary Grade (SG) 24 (PhP 85,074.00); Job Order
PLACE OF ASSIGNMENT	OPAPRU-Central Office, Metro Manila
MINIMUM REQUIREMENTS	Education: Bachelor's Degree in Architecture Work Experience: At least three (3) years of relevant experience Training Experience: 40 hours of relevant trainings Eligibility: RA 1080
REPORTS DIRECTLY TO	GASS Director/Unit Head
JOB OBJECTIVE	Responsible for providing assistance to the GASS in planning for the general improvement, design and implementation of architectural plan for the new office building
KEY RESULT AREAS	<ul style="list-style-type: none"> Floor layout and design for the new office space of OPAPRU Supervise the implementation of the floor plan and safety procedures
KEY ROLES AND RESPONSIBILITIES	<p>Project Documentation and Planning:</p> <ol style="list-style-type: none"> Preparation of comprehensive Scope of Works, Terms and Reference, and technical specifications for projects. Develop independent detailed cost estimates, including cost derivations, to establish the Approved Budget of the Contract (ABC) Create and organize procurement documents, including approved plans, Scope of Work, Terms of Reference, and Cost Estimate. <p>Project Monitoring and Coordination</p> <ol style="list-style-type: none"> Inspect and monitor ongoing project implementation by outsourced specialty contractors to ensure compliance with the specifications. Oversee project activities to ensure adherence to safety and health standards, particularly those mandated under Construction Occupational Safety and Health. Track project progress and prepare regular updates for internal reporting. Attend coordination meetings with outsourced specialty contractors to align on project timelines and deliverables. <p>Other tasks:</p> <ol style="list-style-type: none"> Coordinate regularly with the OPAPRU Ad Hoc Committee on the Transfer and Relocation FY 2025. Performs other tasks as may be assigned by the GASS Head and/or the Presidential Assistant for Internal Management Cluster.