



Office of the President of the Philippines
Office of the Presidential Adviser on Peace, Reconciliation and Unity
7th Floor, Agustin 1 Building, F. Ortigas Jr. Ortigas Center, 1605 Pasig City Tel (+632) 636-0701 Fax No: (+632) 638-2216



TERMS OF REFERENCE

OFFICE	General Administrative Support Services
JOB TITLE / POSITION	Administrative Aide IV
JOB DESIGNATION	Store Keeper
JOB LEVEL	Administrative/Aide - Salary Grade 4 - PhP15,586.00 – Contractual
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	Head, General Administrative Support Services
COORDINATES WITH	OPAPRU Offices and Services
MINIMUM QUALIFICATIONS	Elementary School Graduate
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Monitors available supplies, which involves the following:<ul style="list-style-type: none">- Processing the agency's yearly Annual Procurement Plan for common-use supplies and equipment (APP-CSE)- Drafting the Project Procurement Management Plan (PPMP) for common-use supplies and equipment (CSE) for administrative services- Consolidating all approved PPMPs from the OPAPRU Offices and Service- Uploading the approved APP-CSE for the fiscal year in the Department of Budget and Management – Procurement Service (DBM-PS), a modernized government e-procurement system, PS-PhilGEPS2. Manages purchase requests, including canvassing suppliers for supplies based on end-user requests and documenting and issuing various requested supplies;3. Draft reports on the status of properties owned by OPAPRU for submission to the Commission on Audit (COA)4. Conducts Physical Inventory of Supplies and Equipment; and5. Performs other functions as assigned by the immediate supervisor or OIC of the GASS.