



TERMS OF REFERENCE

OFFICE	General Administrative Support Services (GASS)
JOB TITLE / POSITION	Administrative Aide IV
JOB DESIGNATION	Store Keeper
JOB LEVEL	Aide, Salary Grade 4 – (PhP 15,586.00)
PLACE OF ASSIGNMENT	OPAPRU Central Office, Pasig City
REPORTS DIRECTLY TO	General Administrative Support Service
COORDINATES WITH	GASS – Procurement Management Division (PMD) and other OPAPRU offices/services
MINIMUM QUALIFICATIONS	1. Elementary School Graduate
KEY ROLES AND RESPONSIBILITIES	<ol style="list-style-type: none">1. Assist in monitoring the available OPAPRU supplies and materials in the storage/<i>bodega</i>, including:<ul style="list-style-type: none">- Compiling various units Project Procurement Management Plan for common-use supplies and equipment (PPMP-SCE) for consolidation of the Property and Supply Section- Preparation of Certificate of Non-Availability of Stocks (CNAS) form.2. Assist in the canvassing prospective suppliers for supplies or service providers for services based on end-user requests;3. Assist in the regular conducts physical inventory of supplies and equipment;4. Filling of documents and files of the PMD - Property and Supply Section;5. Assist in the GASS activities and other OPAPRU major activities;6. Performs other functions as assigned by the immediate supervisor or GASS Head.