



### TERMS OF REFERENCE

OFFICE	<b>GENERAL ADMINISTRATIVE SUPPORT SERVICES</b>
JOB TITLE / POSITION	<b>DIRECTOR III</b>
JOB DESIGNATION (if applicable)	Head, GASS
JOB LEVEL	Managerial, Salary Grade 27 – Php 136,893.00
PLACE OF ASSIGNMENT	OPAPRU Central Office
SUPERVISES	All technical and administrative staff under GASS
MINIMUM QUALIFICATIONS	Education: Bachelor's degree Experience: 3 years of supervisory/mgt. experience Training: None Required Eligibility: None Required
JOB OBJECTIVE	Responsible for planning, execution, coordination and overseeing all administrative functions within OPAPRU, including managing office operations, coordinating logistics, developing policies, ensuring compliance, and generally facilitating smooth day-to-day operations to support the agency through efficient administration.
KEY RESULT AREAS	Exemplify leadership, management and evaluation on the effectiveness of the general support and facility (supply and property management, asset management, records and archive management, facility improvement and maintenance, transportation, utility and security services), procurement management and information and communications technology practices and programs that provides high quality service to the employees, and is driven to achieve the strategic goals and objectives of the Agency.
DUTIES AND RESPONSIBILITIES	<ol style="list-style-type: none"> <li>a. Exercise direct supervision over General Support and Facility Division, Procurement Management Division, and Information and Communications Technology Division.</li> <li>b. Supervise the performance of administrative services in compliance with established government laws, rules and regulations and policies.</li> <li>c. Leads the development of the Administrative Services Strategy and policy framework, ensuring its alignment to the strategic objectives of the Agency.</li> <li>d. Ensures that measures are in place to undertake a comprehensive audit of the General Administrative Support Services functions.</li> <li>e. Ensures that policies, programs, systems and procedures on the efficient and effective records management, provision of transportation, utility and security services, maintenance of</li> </ol>

	<p>facilities and assets of the OPAPRU are in place and implemented.</p> <ul style="list-style-type: none"> <li>f. Assumes responsibilities as a member of the Management Committee for providing leadership and assistance to guide the strategic direction and overall achievements of its policy agenda in relation to the Administrative Services.</li> <li>g. Conduct special studies and analyses on difficult operational and administrative issues for the Agency.</li> <li>h. Oversees the design, development and implementation of a comprehensive program/s for administrative functions, facility management, information and communications technology, and procurement management and translate it into operational objectives.</li> <li>i. Ensures timely and efficient procurement, storage, and delivery of supplies, equipment and facilities necessary to support the operations of the offices fostering the changes required so that services are customer driven.</li> <li>j. Develops and implements administrative policies and procedures manual.</li> <li>k. Oversees the implementation of the administrative issuances necessary to the efficient and effective administration of different divisions/units under the GASS.</li> <li>l. Ensures timely submission of compliances required by other government agencies.</li> <li>m. Conducts regular monitoring of the equipment, supplies and building structure suited for working conditions.</li> <li>n. Establish and maintain an active continuing program for the management, preservation, use and disposition of records.</li> <li>o. Supervise the disposal of the unserviceable property in accordance with government prescribed rules and regulations.</li> <li>p. Ensures that appropriate management systems and procedures are in place for efficient and effective administrative services.</li> </ul>
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