

Requesting Office : Procurement Section  
Number of Position Requested : 1  
Position : Administrative Officer II  
Salary : SG 11 (Php 20,754.00)  
Duration of Contract : February 01- June 30, 2024  
Date of Request : January 15, 2024

**Qualifications:**

1. Education: Bachelor's Degree relevant to the position
2. Eligibility: None Required
3. Experience: None Required
4. Training: None Required

**Duties and Responsibilities:**

1. Assist in the Bids and Awards Committee (BAC) and BAC Secretariat in managing and monitoring all phases of the procurement process and maintaining systematic files;
2. Assist the BAC and BAC Secretariat in monitoring and/or checking the completeness and accuracy of supporting documents of Purchase Request (PR);
3. Assist the BAC and BAC Secretariat in preparing the Annual Procurement Plan (APP) and other related plans/reports;
4. Perform skilled and responsible administrative and clerical works;
5. Records, monitor, and organize incoming and outgoing documents;
6. Perform other duties as may be directed from time to time.