

HEAD – ADMINISTRATIVE UNIT

Job Summary

Leads facilities, procurement, property/supplies, fleet, general services and records/logistics to ensure safe, compliant and cost-efficient operations.

Specific Duties and Responsibilities

1. Procurement

Own APP/APMR/APCI; ensure RA 9184 compliance; lead BAC Secretariat; manage vendor performance and contracts.

2. Facilities Management

Plan preventive maintenance; manage utilities, space, renovations and safety/security protocols; oversee service providers.

3. Custodianship

Maintain fixed asset registry, tagging/MRs, inventories; coordinate disposals with ADC/COA; ensure insurance coverage and renewals.

4. General Services

Oversee mailroom, fleet and chauffeuring; manage permits, clearances and taxes; implement emergency/BCP logistics.

Qualification Standards

- a. Bachelor's degree
- b. ≥4 years relevant experience (≥1 year supervisory)
- c. ≥24 hours training

Competencies

- a. Procurement/property management
- b. Policy/compliance
- c. Vendor/contract management

Working Relations

Internal:

- All Units – facilities, supplies, logistics, fleet/chauffeuring and BAC support.
- QMS Representative – document/records control for admin processes.

External:

- GPPB-PS and suppliers – procurement transactions.
- LGUs/Regulatory offices – permits, taxes, clearances.