

DUTIES AND RESPONSIBILITIES
(Publication Period: November 4, 2021 – November 19, 2021)

CITY GENERAL SERVICES OFFICE

**Plantilla Item No. 12 - Supervising Administrative Officer
(Administrative Officer IV) (SG 22)**

1. Responsible for the over-all supervision, administration and management of the personnel and processes under the Procurement Management Division;
2. Responsible for the transparent and efficient purchasing of supplies and materials for City Government operations;
3. Ensure implementation of management systems adopted by the division;
4. Responsible for planning, directing or coordinating the activities between buyers, purchasing officers and other people involved in purchasing/procurement process;
5. Monitor the policies and procedures in relation to the procurement of goods, infrastructure projects and services;
6. Perform various secretariat duties as BAC TWG;
7. Perform other duties and responsibilities as may be assigned from time to time.