



Reference No. 2023- 117  
November 24, 2023

## MEMORANDUM FROM THE DIRECTOR

**TO : ALL DA-BAR STAFF**

**SUBJECT : Reassigning and Lodging the Position of Senior Administrative Assistant V (SAAV) to the Office of the Director (OD)**

In the interest of the service and to further strengthen the manpower complement of the Office of the Director, the position of **Senior Administrative Assistant V (SG 18)**, originally lodged under the Administrative and Finance Division- Procurement Unit (AFD-PU) is hereby transferred to the Office of the Director.

As such, the duties and responsibilities of the SAAV shall be revised as follows::

1. Facilitate the day-to-day operational and administrative activities of the Office of the Director by organizing the incoming flow of work, prioritizing documents for action and incoming requests, maintaining a control system, monitoring and follow up of actions with concerned personnel to ensure the timely response, specifically, but not limited to the following:
  - a. Facilitate the travel-related documents of the office of the Director (ie. Travel Orders, Travel Expense Vouchers, Request for Travel Authority); and,
  - b. Facilitate the preparation of work and financial plan-related documents for various activities of the Office of the Director (i.e. Project Procurement Management Plan, Purchase Requests, Obligation Request and Status, Disbursement Vouchers);
2. Maintain a database of project proposals and ensure the following:
  - a. That all incoming proposals, both soft copies and hard copies, are encoded into the said database;
  - b. That the remarks and instruction/s of the Director for each proposal are well- noted and properly coordinated with the concerned divisions;
  - c. That all submissions from implementing agencies are properly acknowledged; and
  - d. That all details of approved project proposals are properly encoded and monitored according to the progress of implementation;
3. Serve as Secretariat during Management Committee (ManCom) meetings:
  - a. Prepare and circulate the agenda to all ManCom members;



- b. Ensure that all presentation and other related materials are prepared before the conduct of the ManCom meeting; and,
  - c. Assist in the preparation and dissemination of the minutes of the meeting;
4. Ensure that all incoming communications addressed to the Director are properly acknowledged and responded.

For information and guidance.

  
**JUNEL B. SORIANO, PhD**