



Republic of the Philippines
DON HONORIO VENTURA STATE UNIVERSITY
Villa de Bacolor, Pampanga

REGION : III
AGENCY : Don Honorio Ventura State University
POSITION TITLE : **Supervising Administrative Officer**
(Supply Officer)
OFFICE : Supply and Property Office
SALARY GRADE : 22
ITEM NUMBER : SADOOF-4-2010

QUALIFICATION STANDARDS

Education : Bachelor's Degree related to the job
Training : 16 hours of relevant training
Experience : 3 years of relevant experience
Eligibility : CS – Professional / Second Level Eligibility

DUTIES AND RESPONSIBILITIES:

1. Manage the different phases of supply and property management and oversee all activities after the procurement process pertaining to inspection, acceptance, custody and issuance of supplies, materials, and equipment to end-users;
2. Undertake periodic inventory of all properties of the University, submit the annual inventory report, submit plans including the Project Procurement Management Plan (PPMP) of the Supply and Property Office (SPO), and submit annual accomplishment report;
3. Prepare acknowledgement receipts for equipment for responsible officials and personnel, and provide updated records of the same for the eventual turnover of property responsibilities;
4. Prepare office performance targets, evaluate performance of SPO staff, and submit recommendations; obtain customer satisfaction feedback;
5. Ensure quality management system and implementation of SPO processes in compliance with ISO 9001:2015;
6. Adopt 5S principles in storerooms, report non-moving supplies and materials and propose strategies or schemes to reduce wastage;
7. Determine re-order point for common-use supplies and equipment as reference data for procurement; monitor usage of requisitioned items and recommend appropriate strategies for supply and property control;
8. Dispose unserviceable property, prepare disposal reports and documents for public auction; coordinate red-tagging of disposable properties with the offices concerned to facilities disposal of unserviceable equipment;
9. Serve as secretariat to the Bids and Awards Committee (BAC) and perform other related functions.

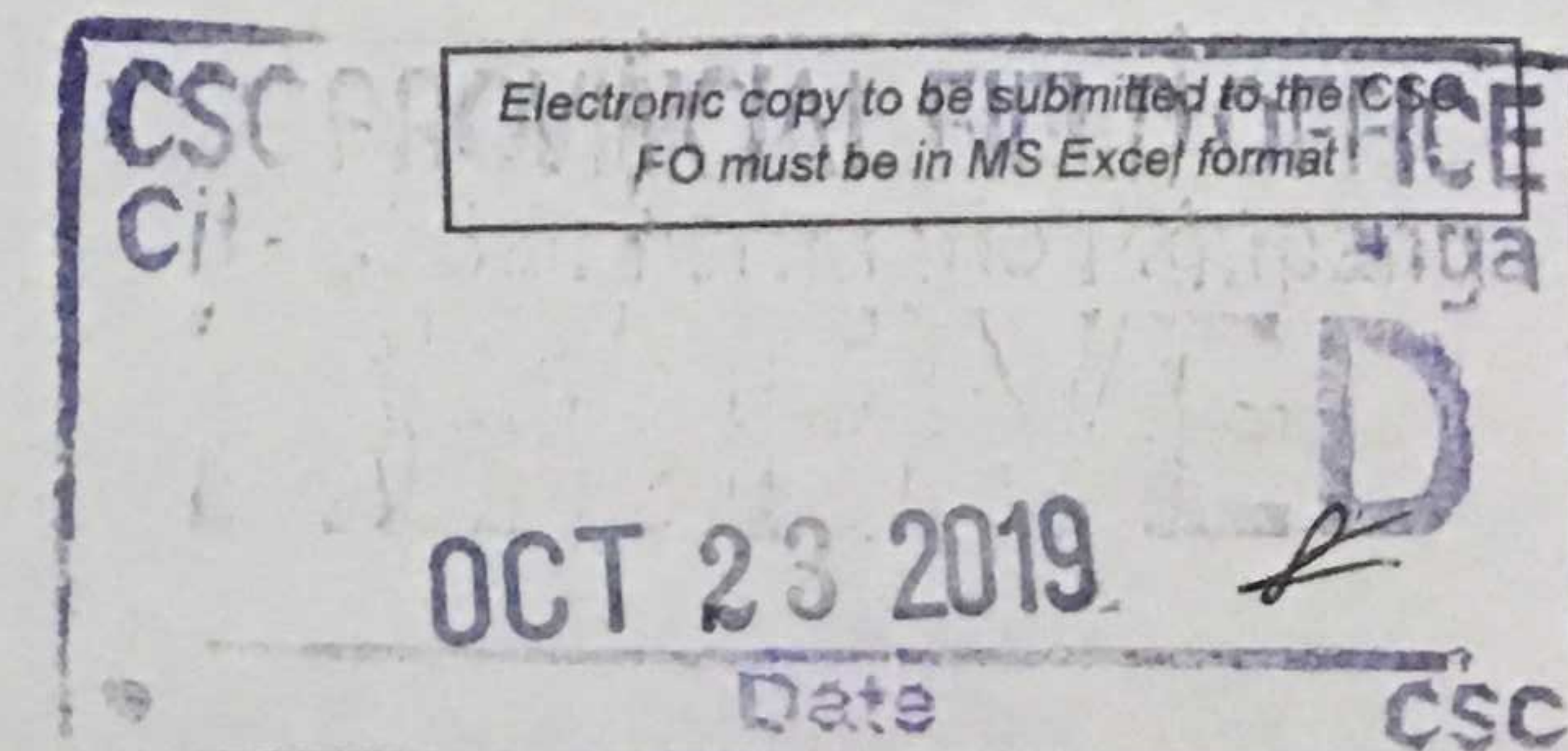
Interested applicants are required to submit the following at the Administrative Services Office, DHVSU Bacolor, Pampanga or thru our official email address at adhvcat@yahoo.com:

1. **Formal application letter to the University President;**
2. **Accomplished Personal Data Sheet (PDS - CSC Form No. 212 Revised 2017), signed under oath; and**
3. **Certified True Copy of documents in support of the data stated in the PDS.**

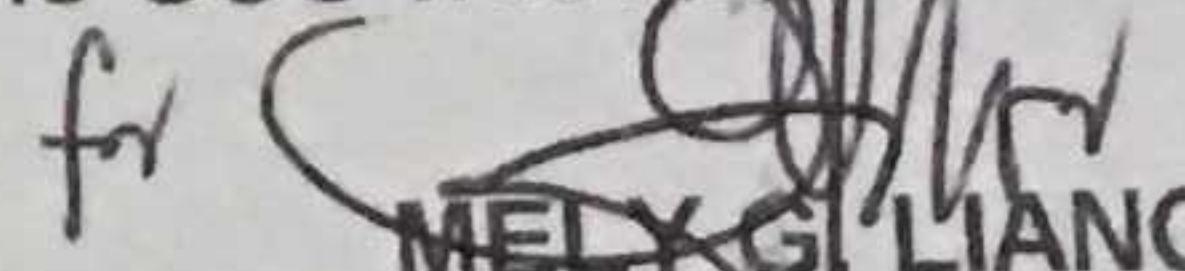
APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

Republic of the Philippines
DON HONORIO VENTURA STATE UNIVERSITY
Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)



We hereby request the publication of the following vacant positions, which are authorized to be filled, at the Don Honorio Ventura State University in the CSC website:

for  10-23-19
MELY G. LIANGCO
Supervising Administrative Officer / HRMO

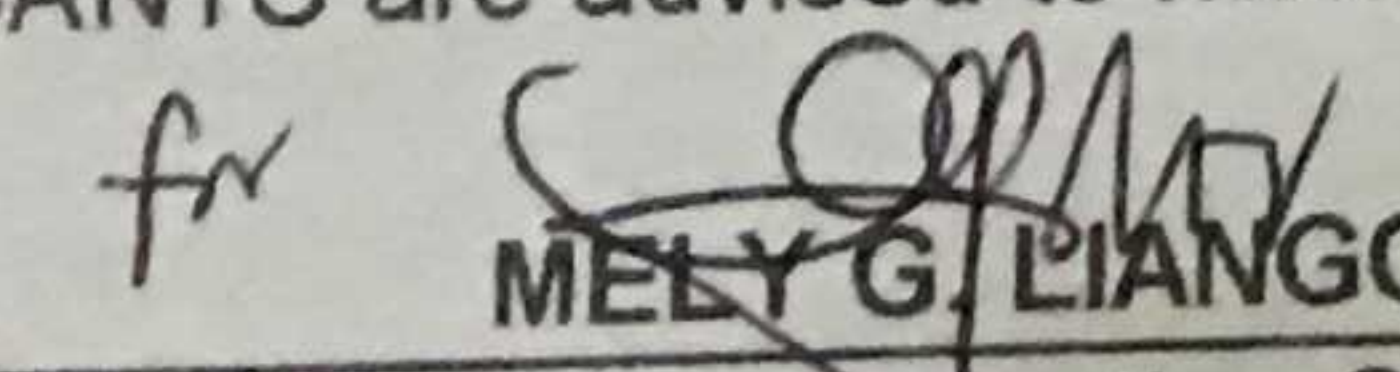
Date: October 23, 2019

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Supervising Administrative Officer (Supply Officer IV)	SADOF-4-2010	22-1	65319	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional); Second level Eligibility	---	Supply and Property Office

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 4, 2019.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period;
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

for  10-23-19
MELY G. LIANGCO
Supervising Administrative Officer / HRMO
DHVSU, Bacolor, Pampanga 2001
adhvcac@yahoo.com

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