



# NOTICE OF VACANCY



Office/Campus	Property and Supply Management Office
Unit	-

POSITION PROFILE	
Position: <b>Administrative Assistant II (Property Custodian)</b>	Salary Grade: <b>8</b> Monthly Salary: <b>Php 21,448.00</b>
Item No.: <b>DHVCATB-ADAS2-27-2022</b>	Employment Status: <b>Permanent</b>
QUALIFICATIONS	
Education:	<b>Completion of two years studies in college</b>
Experience:	<b>1 year of relevant experience</b>
Training:	<b>4 hours of relevant training</b>
Eligibility:	<b>Career Service (Sub-professional) / First Level Eligibility</b>
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"><li>Secure Annex A (Inventory Count Form) from the Inventory Committee (IC), submitted by all accountable officers in the university, and process/verify the same to generate the working Annex A of the IC.</li><li>Prepare the Annex B Report, from the result of the IC Physical Count, with the following property categories:<ul style="list-style-type: none"><li>List of Property, Plant, and Equipment (PPE) Found at Station</li><li>List of Semi-Expendable Property Found at Station</li><li>List of Inventories Found at Station</li></ul></li><li>Prepare the Annex C Report from the result of the IC Physical Count, with the following property categories:<ul style="list-style-type: none"><li>List of Missing/Non-Existing PPEs</li><li>List of Missing/Non-Existing Semi-Expendable Property</li><li>List of Missing/Non-Existing Inventories</li></ul></li><li>Transmit and revalidate the Annex B and C Reports with the concerned accountable officer/s.</li><li>Secure verified/acknowledged Annex B and C Reports with the accountable officer/s.</li><li>Assist the IC in the preparation of the following reports with reference to the Annex A/B/C reports;<ul style="list-style-type: none"><li>Report on the Physical Count of Property, Plant, and Equipment (RPCPPE) - annual report by the IC</li><li>Report on the Physical Count of Semi-Expendable Property (PRCSP) – annual report by the IC</li><li>Report on the Physical Count of Inventories – semi-annual report by the IC</li></ul></li><li>Secure a copy of the Report of Accountability for Accountable Forms (RAAF) from accountable officer/s for the following accountable forms:<ul style="list-style-type: none"><li>Check</li><li>Stamps</li><li>Official Receipts</li><li>LDDAP-ADA</li><li>etc.</li></ul></li><li>Assist the IC in the preparation of property stickers of PPE and semi-expendable property counted during the inventory taking.</li><li>Coordinate with other campus property units on all matters concerning property inventory.</li><li>Prepare accountability reports of retiring, resigning, and personnel on leave as a basis for processing clearance from property accountability.</li><li>Receive and verify Report of Lost, Stolen, Damaged or Destroyed Semi-Expendable Property (RLSDDSP) and Report of Lost, Stolen, Damaged or Destroyed Property (RLSDDP) submitted by the accountable officer/s.</li><li>Ensure close coordination with all the units/sections in the PSMO.</li><li>Create and implement a system for maintaining and securing all the documents of the inventory section in coordination with the office's designated document controller.</li><li>Ensure the routing and securing of all pertinent documents to and from concerned offices.</li></ol>	



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- 15. Obtain and manage customer feedback and initiate innovations to improve existing processes and procedures of the section.
- 16. Observe compliance with all the requirements of the Data Privacy Act of 2012 and ISO 9001 2015 Quality Management System.
- 17. Give utmost attention to the section's commitment and delivery of the strategic priorities and support functions as reflected in the Individual Performance Commitment (IPC).
- 18. Adopt the 7S Principles in the section.
- 19. Perform other related functions as may be assigned by the immediate supervisor.

## REQUIREMENTS

Interested and qualified applicants are required to submit the following at the Human Resource Management Unit, DHVSU Bacolor, Pampanga or thru our official email address at [recruitment@dhvsu.edu.ph](mailto:recruitment@dhvsu.edu.ph):

- 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](http://www.csc.gov.ph);
- 2. Performance rating in the last rating period;
- 3. Photocopy of certificate of eligibility/rating/license;
- 4. Photocopy of certificate of trainings/seminars;
- 5. Photocopy of outstanding accomplishments;
- 6. Photocopy of Transcript of Records;
- 7. Photocopy of Diploma;
- 8. Work Experience Sheet (for positions requiring relevant experience); and
- 9. Letter of Intent addressed to the University President.

Deadline of submission: **JUNE 14, 2025 (5:00 PM)**

**APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**

