

DOCITION DROFUE

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



NOTICE OF VACANCY

Unit -	

POSITION PROFILE	
Position: Administrative Assistant II (Property	Salary Grade: 8
Custodian)	Monthly Salary: Php 21,448.00
Item No.: DHVCATB-ADAS2-27-2022	Employment Status: Permanent

QUALIFICATIONS		
Education:	Completion of two years studies in college	
Experience:	1 year of relevant experience	
Training:	4 hours of relevant training	
Eligibility:	Career Service (Sub-professional) / First Level Eligibility	

DUTIES AND RESPONSIBILITIES

- 1. 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.
- 2. Prepare the Annex B Report, from the result of the IC Physical Count, with the following property categories:
 - List of Property, Plant, and Equipment (PPE) Found at Station
 - List of Semi-Expendable Property Found at Station
 - List of Inventories Found at Station
- 3. Prepare the Annex C Report from the result of the IC Physical Count, with the following property categories:
 - List of Missing/Non-Existing PPEs
 - List of Missing/Non-Existing Semi-Expendable Property
 - List of Missing/Non-Existing Inventories
- 4. Transmit and revalidate the Annex B and C Reports with the concerned accountable officer/s.
- 5. Secure verified/acknowledged Annex B and C Reports with the accountable officer/s.
- 6. Assist the IC in the preparation of the following reports with reference to the Annex A/B/C reports;
 - Report on the Physical Count of Property, Plant, and Equipment (RPCPPE) annual report by the IC
 - Report on the Physical Count of Semi-Expendable Property (PRCSP) annual report by the IC
 - Report on the Physical Count of Inventories semi-annual report by the IC
- 7. Secure a copy of the Report of Accountability for Accountable Forms (RAAF) from accountable officer/s for the following accountable forms:
 - Check
 - Stamps
 - Official Receipts
 - LDDAP-ADA
 - etc.
- 8. Assist the IC in the preparation of property stickers of PPE and semi-expendable property counted during the inventory taking.
- 9. Coordinate with other campus property units on all matters concerning property inventory.
- 10. Prepare accountability reports of retiring, resigning, and personnel on leave as a basis for processing clearance from property accountability.
- 11. 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.
- 12. Ensure close coordination with all the units/sections in the PSMO.
- 13. 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.
- 14. Ensure the routing and securing of all pertinent documents to and from concerned offices.

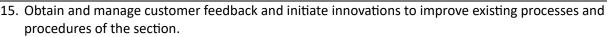
DHVSU offers equal employment opportunity to all applicants regardless of age, sex, color, religion, disability, ethnicity, gender preference, race, income, class, political affiliation or any other characteristics protected by law.





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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 <u>recruitment@dhvsu.edu.ph</u>:

- 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;
- 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.



BAGONG PILIPINAS