

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #550

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>ADMINISTRATIVE OFFICER I (SUPPLY OFFICER I)</b>	10-1	COLLEGE OF MASS COMMUNICATION	ADOF1-439-2004	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	<b>19 November 2018</b>

**DUTIES & RESPONSIBILITIES:**

*\* To take charge of canvassing and buying of supplies/materials and equipment for the College; \* To issue and monitor sufficient stock of supplies and materials needed by all departments in the College; \* To take charge of periodic inventory of all College equipment and to make reports and recommendations for disposal of unserviceable materials and equipment; \* To issue Memorandum Receipt on all equipment and systematize the filing, distribution of MRs; \* To prepare pre-repair inspection report, inspection report, waster material report, COA acceptance, stock position sheet to be attached to vouchers to effect payments, liquidations and reimbursements; \* To process university clearance of employees by checking if all equipment which are issued on them in reference to their Memorandum Receipts (MR) are existing or lost; transferring all issued MRs to designated personnel and lastly reconciling the issued MRs in the inventory; \* To prepare annual procurement plan of the College; To actively participate in college activities and its preparations such as Graduation, Awarding Ceremonies, Staff Assembly/meetings/workshops/team buildings, parties, parades, etc.*

***Interested applicants must:***

- a) Download and fully accomplish the New RSS Form revised 2018 at [http://hrdo.upd.edu.ph/NEW\\_RSS\\_FORM\\_revised\\_15Aug2018.xlsx](http://hrdo.upd.edu.ph/NEW_RSS_FORM_revised_15Aug2018.xlsx) and send it to [updhrdorecruitment@gmail.com](mailto:updhrdorecruitment@gmail.com).
- b) Submit on or before the set deadline to the Recruitment & Selection Section of UP HRDO located at the Mezzanine floor, Quezon Hall, UP Diliman the following documents:
  1. Letter of application (stating the position, college/unit and that you certify all the attached documents are true and correct);
  2. Fully accomplished PDS ([http://hrdo.upd.edu.ph/PDS\\_2017a.xlsx](http://hrdo.upd.edu.ph/PDS_2017a.xlsx)) and Work Experience Sheet ([http://hrdo.upd.edu.ph/PDS\\_2017\\_Work%20Experience%20Sheet.docx](http://hrdo.upd.edu.ph/PDS_2017_Work%20Experience%20Sheet.docx))
  3. Performance rating in the present position for one (1) year (if applicable);
  4. Photocopy of certificate of eligibility/rating/license;
  5. Photocopy of Transcript of Records;
  6. Photocopy of relevant training certificates; and
  7. Photocopy of employment certificates

**AUGUSTUS C. RESURRECCION, Ph.D.**

*Deputy Director, HRDO*

7 November 2018

**NOTE: APPLICATION/S WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.**