

# PLEASE CIRCULATE / POST AT YOUR BULLETIN BOARD

University of the Philippines  
Diliman, Quezon City

## BULLETIN OF VACANT POSITIONS #608

POSITION	SALARY GRADE	COLLEGE/UNIT	ITEM NUMBER	MINIMUM QUALIFICATIONS				DEADLINE OF APPLICATION
				EDUCATION	TRAINING	EXPERIENCE	ELIGIBILITY	
<b>FOOD SERVICE SUPERVISOR II</b>	11-1	UNIVERSITY FOOD SERVICE	FOSS2-4-1998	BACHELOR'S DEGREE RELEVANT TO THE JOB	NONE REQUIRED	NONE REQUIRED	CAREER SERVICE PROFESSIONAL/ SECOND LEVEL ELIGIBILITY	<b>11 December 2018</b>
<b>DUTIES &amp; RESPONSIBILITIES:</b>								
* Consolidates orders from catering, bakeshop, cafeteria, café and Law canteen and; prepares order slips for dealers/suppliers; follows up orders when necessary; * Receives and checks foodstuff deliveries; records on stock cards and maintains proper stock level; does issuance of foodstuffs to catering, bakeshop, cafeteria, café and Law canteen; * Looks for possible dealers/suppliers; canvasses goods; does open market purchases; * Conducts monthly and annual inventory reports and furnishes supervisors copies of reports								
<b>ADMINISTRATIVE OFFICER III (SUPPLY OFFICER II)</b>	14-1	UNIVERSITY FOOD SERVICE	ADOF3-843-2004	BACHELOR'S DEGREE RELEVANT TO THE JOB	4 HOURS OF RELEVANT TRAINING	1 YEAR OF RELEVANT EXPERIENCE	CAREER SERVICE PROFESSIONAL/S ECONO LEVEL ELIGIBILITY	<b>11 December 2018</b>
<b>DUTIES &amp; RESPONSIBILITIES:</b>								
* Acts as custodian of all supplies and equipment of the UFS: Procures supplies from UP central storeroom; procures supplies and equipment/appliances from suppliers/dealers; Prepares and keeps copies of Acknowledgment Receipts for Equipment (ARE), Inventory Custodian Slips (ICS), Waste Material Reports (VWVVMR), Pre—repair and Job Order Requests; and Conducts monthly and annual inventory; prepares Annual Procurement Plan (APP)								

**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 [hrdorecruitment.upd@up.edu.ph](mailto:hrdorecruitment.upd@up.edu.ph)
- 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 last rating period (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

28 November 2018

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