

Qualification Standards of OSG Plantilla Positions with Job Description

Position	SG	Education	Experience	Training	Eligibility	Job Description
Human Resource Management and Administrative Service						Under the immediate supervision of the Director IV and direct supervision of the Chief Administrative Officer, performs various tasks, as follows:
Administrative Division	CSC MC No. 1, s. 1997					
Administrative Officer V (Supply Officer III)	18	Bachelor's Degree relevant to the job	2 years of relevant experience	8 hours of relevant training	CS Professional/ Second Level Eligibility	<ul style="list-style-type: none"> • Supervise the operation of Supply and Property Section; • Prepare and submit Annual Procurement Plan for common office supplies and equipment; • Prepare and submit Agency Annual Procurement Plan for the subsequent year; • Evaluate, check and sign Purchase Requests and Purchase Orders for the procurement of goods and services; • Evaluate, check and sign Property Acknowledgement Receipt (PAR), Requisition Issue Slip (RIS) and Receipt of Returned Equipment; • Submit accurate report and physical inventory of office property and equipment; and • Performs such other duties that may be assigned from time to time.

