

Position	SG	Education	Experience	Training	Eligibility	Job Description	Other Requirements
E-2. Administrative Division		CSC MC No. 10, s. 2005				Under the direct supervision of the Chief Administrative Officer (CAO) and immediate supervision of the Administrative Officer V of the section where he/she is assigned, performs various tasks, as follows:	
<i>Property and Supply Section:</i> Administrative Officer III (Supply Officer II)	14	Bachelor's Degree relevant to the job	1 year of relevant experience	4 hours of relevant training	CS Professional/ Second Level Eligibility	<ul style="list-style-type: none"> • Acts as secretariat for the Bids and Awards Committee on OSG's procurement of goods and services; • In-charge in the preparation of physical inventory report on OSG's property, plant & equipment; • In-charge in the preparation of purchase requests, purchase orders and inspection & acceptance report on procurements; • In-charge in the canvass of prices for the needed supplies and materials through PHILGEPS and the internet and communicates with interested dealers/suppliers; • In-charge in the monitoring of OSG-PHILGEPS accounts pertaining to needed supplies and materials and ensure that interested dealers/suppliers have 	

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<i>continuation:</i> Property and Supply Section: Administrative Officer III (Supply Officer II)						downloaded the posted notice; <ul style="list-style-type: none"> • In-charge in the collection of required quotations and other required documents for PO attachments; • Accepts, checks deliveries of purchased goods and prepares documentation needed for inspection and acceptance by the Inspection Committee; • In-charge in the assignment of goods for stocking and recording as well as its distribution to authorized users; • In-charge in the preparation of property cards for furnitures/equipments procured and the issuance of Property Acknowledgment Receipt to the authorized users; • Performs other duties that may be assigned from time to time: 	

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<i>continuation:</i> Property and Supply Section: Administrative Officer III (Supply Officer II)						<ol style="list-style-type: none"> 1. Preparation of procedures for the property and supply section relative to HRMAS ISO 9001-2008 certification; 2. Acts as internal auditor relative to HRMAS ISO 9001-2008 certification; 3. In-charge in the transact of business with telephone companies pertaining to mobile phone subscriptions of OSG officials; 4. In-charge in the issuance of mobile phones to authorized OSG officials; 5. Assists OSG officials on mobile phones after sales concerns. 	