



PUBLICATION OF EXISTING VACANT POSITIONS

as of 9 October 2017

(Pursuant to RA 7041)

Requirements :

Applicants must meet the minimum requirements of the vacant position(s) and submit the following **on or before 31 October 2017** :

1. Application letter addressed to :

HENRY JOHN S. JALBUENA
Regional Director
DOLE-NCR
967 DOLE-NCR Bldg. Maligaya St.
Malate, Manila

2. Properly accomplished Personal Data Sheet (PDS) with latest passport size picture, Work Experience Sheet and Resumé

****PDS and Work Experience Sheet can be downloaded to :***

<http://csc.gov.ph/2014-02-21-08-28-23/pdf-files/category/861-personal-data-sheet-revised-2017.html>

3. Copy of latest Performance Rating (IPCR) for government employees
4. Photocopy of the following:
 - Certificate of Eligibility (CSC / RA 1080 / PD 907)
 - Transcript of Records
 - Diploma

5. Certificate of Employment with statement of actual duties and responsibilities

6. Certificate of training/seminars attended

****Application with incomplete documentary requirements will not be acted upon.***

***** Only shortlisted applicant will be notified.***



Republic of the Philippines
DEPARTMENT OF LABOR AND EMPLOYMENT
National Capital Region

DOLE-NCR Building, 967 Maligaya Street, Malate, Manila



PM-NCR.04.02-F-01


Position Title : **ADMINISTRATIVE OFFICER V (SUPPLY OFFICER III)**
Item No/s. : **OSEC-DOLEB-ADOF5-76-2004 (vice Yulas)**
Division / Field Office : **Internal Management and Services Division**
Salary Grade : **18 (P 35,693.00)**
Job Qualifications
 Education : **Bachelor's Degree**
 Experience : **Two (2) years relevant experience**
 Training : **Eight (8) hours relevant training conducted by the Civil Service Commission- Accredited Training Institution**
 Eligibility : **CS Professional or Second Level Eligibility**

Brief Description of the Job

Under general supervision, takes charge of various supply and property procurement, maintenance inventory and disposal activities of the office; prepares necessary documents/attachments related to procurement of the office supplies/material and equipment and for repairs and maintenance of office vehicles; conducts annual inventory of office equipment/property and monthly inventory of supplies and submits corresponding reports; evaluates and qualifies suppliers, contract papers and proposal for bids; maintains records of all purchased supplies, materials and equipment and its issuance; issues receipts of properties to individual officials and employees.

nothing follows

Requested by:

for 
HENRY JOHN S. JALBUENA
Regional Director
HJ