



NOTICE OF VACANCY



Office/Campus	Property and Supply Management Office
Unit	-

POSITION PROFILE	
Position: Administrative Aide VI (Clerk III)	Salary Grade: 6 Monthly Salary: Php 18,957.00
Item No.: DHVCATB-ADA6-53-2022	Employment Status: Permanent
QUALIFICATIONS	
Education:	Completion of two years studies in college
Experience:	None required
Training:	None required
Eligibility:	Career Service (Sub-professional) / First Level Eligibility
DUTIES AND RESPONSIBILITIES	
<ol style="list-style-type: none"> 1. Conduct monthly inventory at the PSMO Warehouse. 2. Validate inventory for retiring/resigning accountable officer. 3. Update records of property, plant, and equipment. 4. Secure Annex A (Inventory Count Form) from the Inventory Committee (IC), submitted by all accountable officers in the university, and process/verify the same to generate the working Annex A of the IC. 5. Prepare the Annex B Report, from the result of the IC Physical Count, with the following property categories: <ul style="list-style-type: none"> • List of Property, Plant and Equipment (PPE) Found at Station • List of Semi-Expendable Property Found at Station • List of Inventories Found at Station 6. Prepare the Annex C Report from the result of the IC Physical Count, with the following property categories: <ul style="list-style-type: none"> • List of Missing/Non-Existing PPEs • List of Missing/Non-Existing Semi-Expendable Property • List of Missing/Non-Existing Inventories 7. Transmit and revalidate the Annex B and C Report with the concerned accountable officer/s. 8. Secure verified/acknowledged Annex B and C Report with the accountable officer/s. 9. Assist the IC in the preparation of the following reports with reference from the Annex A/ B/ C reports; <ul style="list-style-type: none"> • Report on the Physical Count of Property, Plant, and Equipment (RPCPPE) - annual report by the IC • Report on the Physical Count of Semi-Expendable Property (PRCSP) – annual report by the IC • Report on the Physical Count of Inventories – semi-annual report by the IC 10. Assist the IC in the preparation of property stickers of PPE and semi-expendable property counted during the inventory taking; ensure close coordination with all the units/sections in the PSMO. 11. Create and implement a system for maintaining and securing all the documents of the inventory section in coordination with the office's designated document controller. 12. Ensure the routing and securing of all pertinent documents to and from concerned offices. 13. Obtain and manage customer feedback and initiate innovations to improve existing processes and procedures of the section. 14. Observe compliance with all the requirements of the Data Privacy Act of 2012 and ISO 9001 2015 Quality Management System. 15. Give utmost attention to the section's commitment and delivery of the strategic priorities, and support functions as reflected in the Individual Performance Commitment (IPC). 16. Adopt the 7S Principles in the section. 17. Perform other related functions as may be assigned by the immediate supervisor. 	





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REQUIREMENTS

Interested and qualified applicants are required to submit the following at the Human Resource Management Unit, DHVSU Bacolor, Pampanga or thru our official email address at recruitment@dhvsu.edu.ph:

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
2. Performance rating in the last rating period;
3. Photocopy of certificate of eligibility/rating/license;
4. Photocopy of certificate of trainings/seminars;
5. Photocopy of outstanding accomplishments;
6. Photocopy of Transcript of Records;
7. Photocopy of Diploma;
8. Work Experience Sheet (for positions requiring relevant experience); and
9. Letter of Intent addressed to the University President.

Deadline of submission: **JUNE 14, 2025 (5:00 PM)**

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

