



Administrative Officer III (Supply Officer II)

Salary Grade: 14

Item Number: PHILSAB-ADOF3-18-2020

Division: General Services Division

Minimum Qualification Standards:

Education: Bachelor's degree

Experience: 1 year of relevant experience

Training: 4 hours of relevant training

Eligibility: Career Service (Professional) / Second Level Eligibility

Duties and Responsibilities:

- 1) Report directly to the Administrative Officer V and assist in identifying and recommending the kind and quality of supplies, equipment, and materials needed by the Agency;
- 2) Inspect purchased supplies, materials, and equipment to determine whether deliveries are in accordance with the specifications of the Agency;
- 3) Conduct physical tagging and tracking assets for inventory and disposal;
- 4) Provide assistance in the maintenance, improvement, refurbishment, and modernization of the Agency's physical facilities;
- 5) Manage and supervise contracted services handled by private agencies through third-party or outsourcing, such as janitorial services, security, elevator maintenance, medical and dental, communication services, and other necessary maintenance service;
- 6) Provide inputs on facilitating the efficiency of relevant services rendered by third-party and outsourced groups;
- 7) Responsible for the renewal of insurance for the Agency's properties, plants, and equipment;
- 8) Assist the AO V in generating relevant reports relative to the Section, as required by oversight agencies, such as but not limited to the Commission on Audit, Government and Procurement Policy Board, etc.;
- 9) Provide secretariat support to the Bids and Awards Committee (BAC);
- 10) Organize, prepare minutes, and make all necessary arrangements for BAC meetings and conferences;
- 11) Take custody of procurement documents and other records, and manage the sale and distribution of Bidding Documents;
- 12) Act as a central channel of communications for BAC matters with end-users, etc.;
- 13) Facilitate the advertising and/or posting of bidding opportunities; and
- 14) Perform other duties of a regular or special nature as may be assigned from time to time.

Applicants who have all or any of the following background are encouraged to apply:

Educational background:

- Bachelor's degree in Business Administration, Office Management, Public Administration, and/or other related courses

Experience Background:

- At least one (1) year of relevant experience in Supply, Property, and Inventory Management, Procurement Management, Logistics Management, and Building/Facilities Management

Training Background:

- Training on Republic Act No. 9184 - Government Procurement Reform Act

Competencies:

- With good interpersonal skills, keen to details, disciplined, organized, and efficient.



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