

All interested applicants including persons with disability (PWD), members of indigenous communities, and those from any sexual orientation and gender identities (SOG) are encouraged to apply for the position:

POSITION TITLE : Administrative Officer III - SG-14 (Supply Officer II)
Item Number: **ADOF3-14-2004**

LOCATION : ADMINISTRATIVE & FINANCIAL DIVISION

Minimum Qualification Requirements:

Education : Bachelor's degree relevant to the job
Experience : 1 year of relevant experience
Training : 4 hours of relevant training
Eligibility : Career Service Professional (Second Level Eligibility)

Duties & Responsibilities:

- Directs and supervises the work on personnel engaged in various supply activities such as requisitioning, procurement, deliveries inspection and storekeeping of equipment, spare parts, supplies and materials
- Makes decision and recommendations involving problems in the purchase of equipment, spare parts, supplies and materials;
- Confers with proper authorities on personnel engaged in procurement;
- Makes periodic inventories of equipment, spare parts, supplies and materials
- Process requisitions for availability of funds, process and priorities and reviews purchase orders;
- Such other duties assigned from time to time by the immediate supervisor.

Assessment Process:

3. Initial Assessment Steps
 - a. Personnel & Records Section Pre –screening
 - b. Personnel Selection Board (PSB) screening (Paper Evaluation)
4. Further Assessment Steps
 - a. Interview
 - b. Other work-related written examinations

Documentary Requirements:

*All interested qualified applicants shall submit the following to the Personnel & Records Section, 8th Floor NIA Bldg. EDSA, Q.C., or email to: personnel@nwr.gov.ph

- a. Letter of application,
- b. Updated Personal Data Sheet,
- c. Individual Performance Commitment and Review (IPCR) (for Promotional Appointment),
- d. Photocopy of Eligibility, and
- e. Photocopies of Certificate of Trainings/Seminars attended.

*Applicant who fail to submit complete documentary requirements as prescribed shall not be included in the evaluation.

Other Relevant Information:

*Candidate/s found by the PSB to have met the Minimum Qualification Requirements and successfully hurdled the Assessment Process will be certified by the PSB as qualified for appointment/promotion to the subject vacancy.

Dr. SEVILLO D. DAVID Jr., CESO III
Executive Director

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