



Republic of the Philippines
Department of Education
REGION VII – CENTRAL VISAYAS
SCHOOLS DIVISION OF NEGROS ORIENTAL

Office of the Schools Division
Superintendent

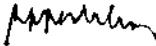
DEC 2021

DIVISION MEMORANDUM
NO. / 021 s. 2021

**VACANT POSITIONS IN THE DEPARTMENT OF EDUCATION REGIONAL
OFFICE VII**

To : Assistant Schools Division Superintendents
Chiefs, CID & SGOD
Public Schools District Supervisors/District In-Charge
All Others Concerned

1. Attached is Deped Regional Memorandum No. 1133, s. 2021 announcing the vacant positions in the Department of Education Regional Office VII, for everyone's information and guidance.
2. For details, please see attached communication.
3. Wide dissemination of this memorandum is desired.


SENEN PRISCILLO P. PAULIN, CESO V
Schools Division Superintendent

SPP/JMA-MKP-NLR/AdSP/jliez/
December 13, 2021



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Republic of the Philippines
Department of Education
 REGION VII – CENTRAL VISAYAS

Office of the Regional Director

REGIONAL MEMORANDUM
 No. _____, s. 2021

**Announcing the Vacant Positions in the Department
 of Education Region VII**

To: Schools Division Superintendents
 All Others Concerned

1. This Office, through the Human Resource Merit Promotion and Selection Board, announces the vacant positions with the following qualification standards:

Position Title Salary Grade Monthly Salary	No. of Items	Qualification Standards				Place of Assignment
		Education	Training	Experience	Eligibility	
Chief Education Supervisor SG-24 (PhP 86,742.00)	1	Master's Degree in Education or other relevant Master's Degree	24 hours of training in Management and Supervision	4 years of relevant experience involving management and supervision	RA 1080 (Teacher)	DepEd RO VII-Field Technical Assistance Division
Education Program Supervisor SG-22 (PhP 68,415.00)	1	Master's Degree in Education or other relevant Master's Degree with specific area of specialization ***Preferably proficient in Office Productivity Tools	8 hours of relevant training	2 yrs. as Principal or 2 yrs. as Head Teacher or 2 yrs. as Master Teacher	RA 1080 (Teacher)	DepEd RO VII-Quality Assurance Division
Attorney III SG- 21 (PhP 60,901.00)	1	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080 (BAR)	DepEd RO VII-Legal Affairs Unit
Administrative Aide VI SG-6 (PhP 16,200.00)	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub- Professional) First Level Eligibility	DepEd RO VII- Administrative Services Division (Records Section)



Address: Doña M. Gaisano St., Sudlon, Lahug, Cebu City
 Telephone Nos.: (032) 231:1433; (032) 414-7399
 Email Address: region7@deped.gov.ph

Administrative Aide VI SG-6 (PhP 16,200.00)	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	DepEd RO VII-Administrative Services Division (Cash Section)
Administrative Aide IV SG-4 (PhP 14,400.00)	1	Completion of 2 years studies in college	None required	None required	Career Service (Sub-Professional) First Level Eligibility	Department of Education Region VII-Administrative Services Division (Asset Management Section)

2. The DepEd Region VII adheres to the Equal Employment Opportunity Principle (EEO) wherein, all qualified applicants are evaluated based on merit, fitness, competence and transparency regardless of sex, sexual orientation, gender identity, age, civil status, religion, ethnic background, disability, political affiliation.


3. Interested and qualified applicants are advised to signify their intent to apply in writing with three (3) copies of the following required documents:

- 3.1 Letter of Intent;
- 3.2 Duly accomplished Personal Data Sheet (PDS)/CSC Form 212;
- 3.3 Transcript of Records/ School Records;
- 3.4 Certificate of Eligibility;
- 3.5 Service Record/ Certification of Employment;
- 3.6 Performance rating for the last three (3) rating period prior to the screening;
- 3.7 Certificate of Training/ Seminars Attended (at least 3-day duration to include Scholarship Programs, Short Courses, Study Grants, and Chairmanship/Co-chairmanship in a Technical Planning Committee)
- 3.8 Outstanding Accomplishment/s (if any); and
- 3.9 Notarized Omnibus Sworn Statement attached as Enclosure 1.

Applicants may submit their applications at the Records Section of the DepEd Region VII, Sudlon, Lahug, Cebu City or send soft copies of their documents through this link: <https://region7.deped.gov.ph/join-us/> or email at hrmpsb.ro7@deped.gov.ph on or before December 22, 2021.

4. The job descriptions of the abovementioned vacancies are attached as Enclosure 2.

5. Qualified applicants shall be notified through the email address or contact numbers indicated in their accomplished Personal Data Sheet (DPS)/CSC Form 212.
6. For inquiries, you may contact the DepEd RO VII HRMPSB Secretariat through telephone number: (032) 414 7366 or email address: hrmpsbs.ro7@deped.gov.ph.
7. Expenses incurred by the HRMPSB relative to the conduct of the selection process are charged against the Regional MOOE, subject to the usual accounting and auditing rules and regulations.
8. Immediate dissemination of this Memorandum is desired.


SALUSTIANO T. JIMENEZ JD, EdD, CESO V
Director IV
Regional Director

STJ/CAE/ASD/IFC/arc

AFFIDAVIT OF AUTHENTICITY AND VERACITY

I _____, Filipino, of legal age, with permanent address at _____, after being sworn to in accordance with law, hereby depose and state:

1. I am applying for the position of _____ pursuant to the posted vacant positions of the Department of Education Region VII.
2. I have submitted the following documents as part of the requirements for my application (enumerate):

3. I am executing this Affidavit to attest to the authenticity and veracity of all the foregoing documents.


By executing this Affidavit, I hereby authorize the DepEd RO7 HRMPSB to verify the authenticity of the above mentioned documents.

Affiant


SUBSCRIBED AND SWORN to before me this _____ day of _____, 2021 at _____ Philippines, affiant exhibiting to me his/her Valid ID _____ issued on _____ at _____

Notary Public

Doc. No.
Page No
Book No.
Series of 2021.

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Chief Education Program Supervisor	Salary Grade	24
Parentetical Title		Governance Level	Regional Office
Bureau/Service /Division		Unit/Division	Field Technical Assistance Division
Reports to	Regional Director	Effectivity Date	
Positions Supervised	Education Program Supervisor, Administrative Assistant I		
JOB SUMMARY			
<p>To facilitate the provision of technical assistance to schools divisions by the regional supervisors and technical personnel, by developing a regional system of implementing the same technical assistance provision.</p>			
<p>To lead and manage the work of the RO TA teams that will operationalize and monitor the implementation of the Technical Assistance system in the region.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Master's degree in Education or other relevant Master's degree		
Experience	4 years relevant experience in management and supervision		
Eligibility	RA 1080 (Teacher)		
Trainings	24 hours training in management and supervision		
B. Preferred Qualifications/Recommended additional requirements			
Education			
Experience	at least 2 years experience as Education Program Supervisor in the regional office		
Eligibility			
Trainings			


KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Technical Assistance Support System & Process	<ul style="list-style-type: none"> • Ensures that TA Support Systems and Processes are in place and are clearly understood by all RFTAT members • Review and develop policies and guidelines on the processes and mechanisms of the planning system to suit the local needs. • Ensure the capability of the region and school's division ability to implement the TA mechanism and system • Build the capability of RO educational technical staff to provide technical assistance to schools division
Understanding The Client (Schools Divisions' Needs, Aspirations, Plans, Strength and Weaknesses)	<ul style="list-style-type: none"> • Organize and conduct the training of all RFTATs on the TA Mechanism • Orient or conduct a briefing session with all RFTATs regarding their roles and responsibilities in the provision of TA in general plus other specific focus of the subsequent TA activity
Regional Support for Schools Division Office' Performance Effectiveness	<ul style="list-style-type: none"> • Provide oversight and support to all RFTATs in providing TA to schools divisions
Learning from Experience	<ul style="list-style-type: none"> • Leads in identifying and sharing of Best practices in providing TA to schools divisions
Unit Performance	<ul style="list-style-type: none"> • Coordinates with Budget in the preparation of the work and financial plan and accomplishments of the FTAD

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Education Program Supervisor	Salary Grade	22
Parentetical Title		Governance Level	Regional Office
Bureau/Service		Office/Division	Quality Assurance Division
Reports to	Chief Education Supervisor	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
<p>This position provides technical support in the implementation of the strategic and operation plans of the region towards ensuring quality, accountability and transparency by developing the components and mechanisms of the QAD systems to suit local situation, conducting monitoring and evaluation and reporting progress and results of plans and programs against the educational goals and performance targets of the regional office and schools divisions.</p> <p>Also, this position provides technical assistance to functional divisions/units of the Region and those of the Schools Divisions for quality assuring their processes and outputs towards continuous improvement.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Master's degree relevant to the job		
Experience	At least 2 years experience as Principal or Head Teacher or Master Teacher		
Eligibility	RA 1080 (Teacher)		
Trainings	8 hours of relevant training		
B. Preferred Qualifications			
Education			
Experience	At least 1 year experience in DepED		
	At least 1 year relevant experience in Evaluation or Research		

Eligibility	
Trainings	24 hours relevant training in M&E/ Evaluation

KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
Quality Assurance Standards and Policy Formulation & Adoption	<ul style="list-style-type: none"> • Provides data/information gathered from national issuances, internal and external research findings, M&E and TA reports as inputs for the development and adjustments of the Regional QA-M&E and Assessment frameworks which serves as bases for the implementation of a Quality Management System (QMS) • Designs QA-M&E processes and tools to operationalize the QMS framework of the region • Coordinates the development of regional guidelines/standards/tools in assessing the performance of groups and individuals (e.g. the performance of organizational units, Learners, School Heads and Education Managers). • Organizes the formation, training and practice of M&E Teams in the RO and SDOs through regular monitoring and provision of support to sustain functional quality assurance systems • Facilitates group processes for the review of existing national standards for its localization as appropriate to the region • Coordinates and facilitates the processes for preparing standards and guidelines for quality assuring regional core processes • Prepares QMS Manuals and Guidelines in various format and medium as easy reference for various users and audiences in the region.
Progress M&E	<ul style="list-style-type: none"> • Coordinates and facilitates the conduct of a quarterly regional monitoring, evaluation, and adjustment activity e.g Regional Monitoring, Evaluation, and Adjustment (RMEA) in order to monitor and validate regional performance for its continuous improvement • Monitors the conduct of schools division's (assigned to QAD member) quarterly monitoring, evaluation, and adjustment activity (DMEA) and the submission of the report on the performance of the schools division office to apprise regional management of the progress and challenges of the schools division. • Conducts monitoring and evaluation of the performance of private schools in the region to assess compliance to educational quality standards. • Prepares M & E reports (areas of strengths and areas for improvements) as basis for Technical Assistance of the FTAT in the assigned schools divisions. • Monitors and assess implementation of national and regional programs and projects in order to obtain information for making recommendations on program/project adjustments to ensure attainment of


KEY RESULT AREAS	DUTIES AND RESPONSIBILITIES
	program/project goals and objectives.
Results M&E	<ul style="list-style-type: none"> • Prepares for the regional office management an annual report on the performance of the regional office against education outcome indicators • Prepares for the management committee (RD and SDS) a consolidation of the performance of schools divisions against education outcomes. • Prepare for the management committee (RD and SDS) policy recommendations in relation to regional assessment results and identified regional challenges. • Prepare the regional management committee (RD and SDSs) an annual report on performance of private schools in the region and compliance to educational quality standards • Performs assessment of public and private schools (assigned to QAD member) by checking and validating SDO's documentation of school's compliance to requirements and standards of quality basic education, in order to provide sound basis for recommending to the Regional Director, the accreditation, establishment and/or recognition of the school • Identify, gather data/ research, ensure accuracy and document best practices on quality management from the region, schools divisions, public and private schools to provide basis for sharing and dissemination and possible implementation by others.
Coordination with Other RO Units	<ul style="list-style-type: none"> • Assists Chief of QAD in communicates M & E results to concerned FDs/Units and schools division management teams • Participates in designing and crafting REDP that will set the strategic directions for the region • Assists the PPD in the review and validation of the DEDP to determine its alignment to the strategic direction of the region
Technical Assistance	<ul style="list-style-type: none"> • Work with a cross-functional team of Educational Supervisors to identify the needs of the assigned cluster of schools division as basis for the region's provision of technical assistance. • Work with the QAD functional division team to identify and provide interventions to respond to QAD related concerns of the schools division in the region
Unit Performance	<ul style="list-style-type: none"> • Describes accurately the functions performed and submits promptly performance reports to Chief of QAD • Attends and participates in staff meetings to be updated on current information and communication critical to the operational efficiency and effectiveness of the unit • Gets involved in the review of the work systems and processes to ensure optimum productivity and efficiency of the unit

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: _____
Position Title	Attorney III	Salary Grade	21
Parentetical Title		Governance Level	Regional Office
Bureau/Service/Division	Office of the Regional Director	Unit/Division	Legal Unit
Reports to	Attorney IV Schools Division Superintendent (with respect to the provision of legal service to Schools Division Offices without Attorney positions/appointees)	Effectivity Date	
Positions Supervised	Assists the Atty IV in supervising the Special Investigator III, Legal Assistant II, Administrative Assistant I		
JOB SUMMARY			
<p>The Attorney III assists the Attorney IV in the provision of effective, efficient, judicious and expeditious legal service to the Regional Office through:</p> <ul style="list-style-type: none"> • Impartial, evidenced-based, and speedy evaluation or disposition of administrative complaints or cases; and • Effective and efficient delivery of in-house legal services. <p>S/he also provides similar legal service to the Schools Division Offices (SDOs) which have no Attorney positions or whose Attorney III positions have remained vacant for a reasonable time due to difficulty in hiring. Additionally, s/he supports the SDOs with legal services to ensure safeguarding of the Department's rights and interests on school sites, and timely submission of reportorial requirements to appropriate authorities. In the performance of his/her functions in the SDO, s/he is required to personally report to the SDO at least two (2) days in a week or under such other arrangement as may be approved by the Regional Director (RD), with recommendation of the Schools Division Superintendent (SDS) concerned.</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Bachelor of Laws		
Experience	1 years of relevant experience		
Eligibility	RA 1080 (Bar)		

Trainings	4 hours of relevant training
B. Recommended Additional Requirements	
	Excellent written and verbal communication skills
	At least 1 year of supervisory and managerial experience
	Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet
	MCLE Compliant


KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
Impartial, Evidence-Based, and Speedy Disposition of Complaints and Cases (includes private school matters)	<ul style="list-style-type: none"> • Evaluates and makes recommendations on complaints • Evaluates and makes recommendations on matters/issues involving private schools • Conducts preliminary/fact finding investigation in sensitive and complex complaints, including matters concerning private schools • Appears in hearings/proceedings for the prosecution of administrative cases • Prepares resolution, formal charge, decision, comment for cases on appeal and other pleadings • Drafts decisions and other actions on complaints filed against private schools
Effective and Efficient In-House General Legal Services	<ul style="list-style-type: none"> • Prepares legal opinion, interpretation and /or advice on laws, rules and regulations, and policies concerning the Department • Prepares/recommends replies or actions on legal matters • Drafts/reviews contracts, agreements and other legal instruments • Drafts motions for reconsiderations or other actions on cases within its functional and administrative jurisdiction • Assists in cases handled by the Office of the Solicitor General • Appears in tribunals and administrative bodies in behalf of RO/SDO • Performs other functions as may be assigned by the appropriate authority
Regular Monitoring and Timely Submission of Reports on Matters which are Required by Law	<ul style="list-style-type: none"> • Assists the Attorney IV in ensuring the timely submission of reports as may be required by law and rules • Assists the Attorney IV in representations and coordination tasks for the Legal Unit

KEY RESULT AREA/S	DUTIES AND RESPONSIBILITIES
<p>Legal Service to SDOs without Attorney III positions/appointees</p>	<ul style="list-style-type: none"> • Similarly renders in the SDO the foregoing duties and responsibilities (in the RO) to ensure the impartial, evidence-based and speedy disposition of complaints and cases, and effective and efficient in-house legal service, within the functional and administrative jurisdiction of the SDO • Assists Formal Investigating Committees during the Formal Investigation (act as amicus curiae), as requested • Evaluates requests for clearance and certification on pendency and non-pendency of administrative case • Assists the Office of the Schools Division Superintendent in safeguarding the Department's rights and interests on school sites <ul style="list-style-type: none"> ○ Coordinates with CENRO, PENRO, DENR-RO, DPWH, LRA, NCIP, DOH and other partner agencies for the issuance of Special Patent or Certificate of Title of schools sites ○ Prepares/reviews documents pertaining to school site (e.g., Deed of Donation, Usufruct, Sale; Title, Tax Declaration) ○ Coordinates with appropriate authorities for issues/concerns relating to school sites ○ Conducts ocular inspection on school sites to validate issues and concerns. • Assists the OSDS in the timely submission of report on matters which are required by law and rules • Leads and manages the work of the SDO Legal Unit Plan/organize the work of the Legal Unit (WFP and APP), as may be applicable • Performs other tasks as may be assigned by the SDS

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Administrative Aide VI (Records)	Salary Grade	6
Parentetical Title		Governance Level	Regional Office
Office/Bureau/Service		Unit/Division	Administrative Division
Reports to	Administrative Officer V	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
To provide administrative support to the AO V (Records) in the maintenance of a records management system for the creation, classification, storage, maintenance, use and disposition of operating records and documents of permanent, legal, and historical value and ensure the security, preservation, and efficient access and retrieval of such records when needed by the management and staff of the regional office			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of 2 years studies in college or high school graduate with relevant vocational/trade course		
Experience	No required experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	No required training		
B. Preferred Qualifications			
Education			
Experience	Recommended additional requirements: Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet		
Eligibility			
Trainings	40 hours relevant training		

KRA	DUTIES AND RESPONSIBILITIES
RECORDS MANAGEMENT SYSTEM	<ul style="list-style-type: none"> • Receive, record and file documents according to the recommended filing system. • Maintain cleanliness and orderliness of storage area for records to ensure daily safety and security of records and easy access and retrieval as needed. • Retrieve records requested by the AO V - Records Officer and keep track of the whereabouts of the original document.
RECEIVING AND RELEASING	<ul style="list-style-type: none"> • Receive and record all documents brought to the records office. • Release, routes or files non-routine critical documents as classified by the Records Officer.
DOCUMENTATION AUTHENTICATION AND VERIFICATION	<ul style="list-style-type: none"> • Assist AO V -Records Officer in document authentication and verification following protocol for such. • Receives request for certifications and gathers the data required to prepare the certification for the approval of the AO V - Records Officer. • Prepares certifications for the signature of the appropriate management level.
REPORTING	<ul style="list-style-type: none"> • Gather data and information required in the preparation of annual and other administrative reports. • Implement process for conducting annual inventory of records and submit findings to AO V- Records Officer.
ADMINISTRATIVE AND SECRETARIAL SUPPORT	<ul style="list-style-type: none"> • Coordinate training/ orientation schedules and logistics on records management to staff in the schools division, schools and learning centers. • Provides assistance and administrative support to training and conferences as assigned. • Prepares or encodes into electronic format word documents and other presentation materials

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none">• Coordinates with concerned party and prepare documents needed in the operations of Administrative Division (e.g. petty cash, supplies and equipment for Records Section, travel arrangements for AO V• Receives calls and visitors and attends to their concerns as well as follows through on their inquiries.

	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Department of Education			
Position Title	Administrative Aide VI (CASH)	Salary Grade	06
Parenthetical Title		Governance Level	Regional Office
Office/Bureau/Service		Unit/Division	Administrative Division
Reports to	Administrative Officer V	Effectivity Date	
Positions Supervised			

JOB SUMMARY

To assist and provide administrative support in the effective and efficient operation of the Cash Section


Provides clerical support in the performance of functions related to cashiering and other transactions in the Cash Section.

QUALIFICATION STANDARDS

A. CSC Prescribed Qualifications	
Education	Completion of at least 2 years of college
Experience	No required experience
Eligibility	Career Service Sub-Professional (First Level Eligibility)
Trainings	No Required Training
B. Preferred Qualifications:	
Education	
Experience	
Eligibility	
Trainings	Recommended additional requirements: •Basic knowledge in computer operation such as Microsoft Office, Excel, Power point, use of the internet

KRA	DUTIES AND RESPONSIBILITIES
CASH COLLECTION	<ul style="list-style-type: none"> Assist Cashiers in receiving and counting cash and checks, collecting fees (e.g. registration) as assigned, and issuing receipts for money received

KRA	DUTIES AND RESPONSIBILITIES
	<ul style="list-style-type: none"> • Assist Cashiers in reconciling cash and check collections with receipts • Record cash receipt vouchers and other documents to ledgers and cash registry • Prepare daily collection reports for review and validation of Cashier.
DISBURSEMENT AND REMINTANCES	<ul style="list-style-type: none"> • Enter records of disbursements in the books of accounts • Perform initial reconciliation for review and validation of Cashiers.
RECORDS AND FILES	<ul style="list-style-type: none"> • Receive, record and route documents addressed to the Cash Section by logging and attaching a routing slip before forwarding to the appropriate person to be able to track and account for location and status of documents. • Maintain a filing system that makes records and documents retrievable and accessible while ensuring the safety and security of files. • Document proceedings and agreements of meetings as assigned , and distribute copies of the minutes to concerned parties as well as files a copy for future reference. • Notes whereabouts of cash staff to be able to respond to inquiries of those needing to meet them.

 Department of Education	JOB DESCRIPTION	JD No. _____	Revision Code: 00
Position Title	Administrative Aide IV (Asset)	Salary Grade	04
Parentetical Title		Governance Level	Regional Office
Office/Bureau/Service		Unit/Division	Administrative Division
Reports to	Administrative Officer V	Effectivity Date	
Positions Supervised			
JOB SUMMARY			
<p>To assist in maintaining proper storage, delivery, and issuance of supplies, materials and equipment towards adequate and timely provision of such to the management and staff of the RO</p> <p>To assist in the disposal of waste materials and unserviceable equipment</p>			
QUALIFICATION STANDARDS			
A. CSC Prescribed Qualifications			
Education	Completion of two in college in college		
Experience	1 years relevant experience		
Eligibility	Career Service Professional (First Level Eligibility)		
Trainings	4 hours relevant training		
B. Preferred Qualifications:			
Education			
Experience			
Eligibility			
Trainings			

KRA	DUTIES AND RESPONSIBILITIES
<p>SUPPLIES AND MATERIAL</p>	<ol style="list-style-type: none"> 1. Receive and record supplies, materials and equipment upon delivery, in order to document availability of the item for effective monitoring and supply management. 2. Organize and maintain orderliness of the supplies and materials in the stockroom by systematizing storage, regularly cleaning and sanitizing to ensure easy identification, access and preservation and safety of material resources. 3. Prepare supplies and materials for issuance by the Supply Officer to requesting units. 4. Consolidate records on received and issued supplies and materials and prepare report on monthly balances
<p>PROPERTIES AND EQUIPMENT</p>	<ol style="list-style-type: none"> 1. Help the Supply Officer in maintaining an updated inventory of properties (e.g. furniture and fixtures, vehicles) and equipment (computers, printers) by following the prescribed process and pertinent laws, rules, and regulations to maintain accountability and inclusion in the books of accounts. 2. Determine serviceable properties and equipment requiring maintenance and repair in order take appropriate action to extend its utilization. 3. Maintain accurate, complete files of contracts, Purchase Orders, Vouchers with complete supporting papers for ready reference. 4. Help the Supply Officer to classify, re-group, and store for inspection (with labels) properties, equipment and waste materials in order to prepare a list of materials recommended for transfer or disposal. 5. Help the Supply Officer in the segregation of waste materials, unserviceable properties ready for condemnation or transfer in accordance with COA rules and regulations.