



PRELIMINARY SURVEY VISIT

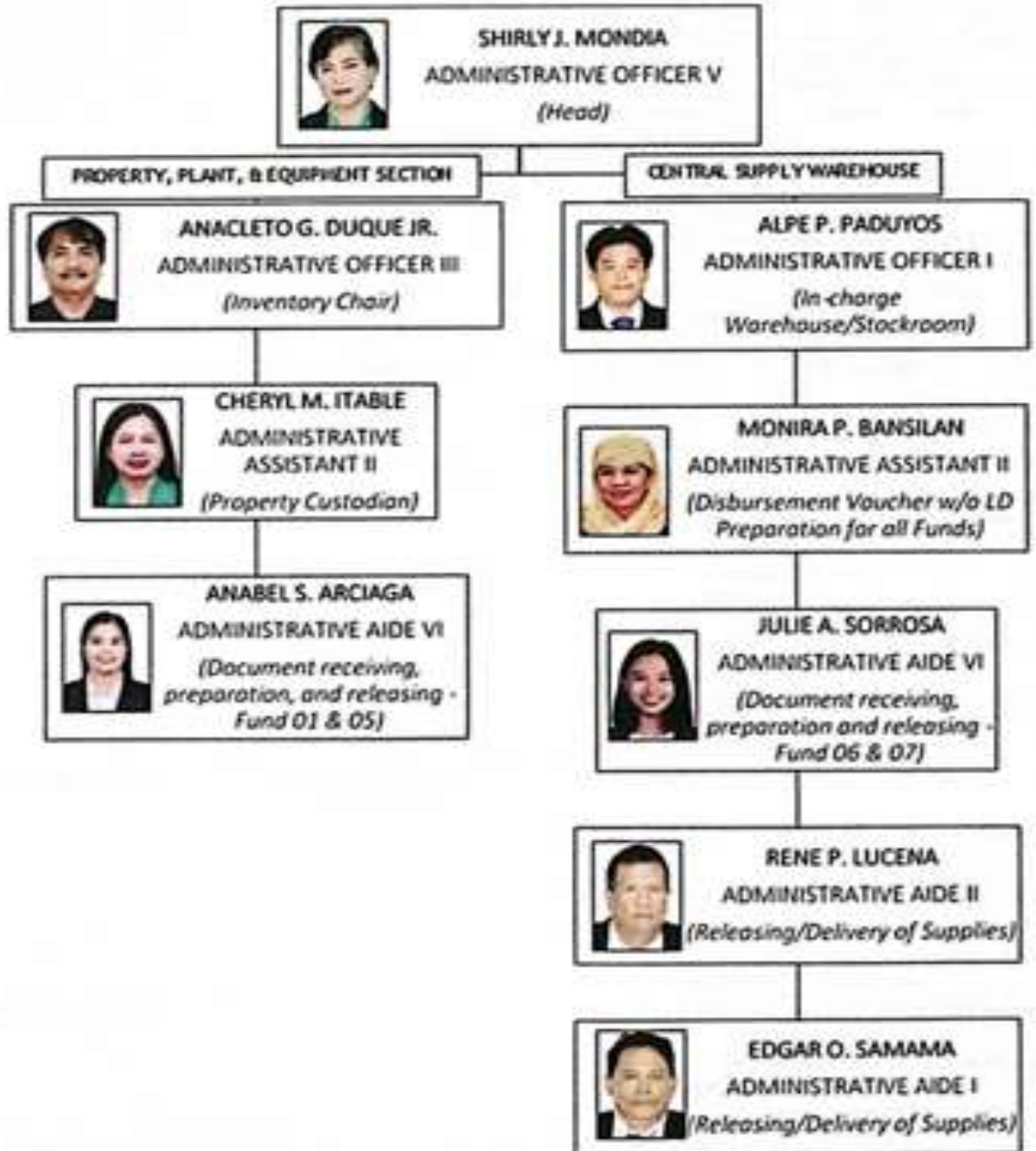
AREA X ADMINISTRATION

E. SUPPLY MANAGEMENT

**E.1. Composition of the
Supply Management
Office, Including their
Qualifications,
Functions and
Responsibilities**



PROPERTY AND SUPPLY MANAGEMENT OFFICE TABLE OF ORGANIZATION



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SUSTAINABLE DEVELOPMENT IN
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NAME OF EMPLOYEE	POSITION	FUNCTIONS AND RESPONSIBILITIES
1. SHIRLY J. MONDIA	ADMINISTRATIVE OFFICER V	<ul style="list-style-type: none">Property and Supply Management HeadSupervise and coordinate the supply and property management activities of the University;Plan, direct, and supervise the work of supply officers and personnel engaged in the receipt, control, and issuance of suppliesImplement objectives, rules, and regulations pertaining to supply and property management;Prepare and submit periodic, annual, and other required reports on supplies and property inventory;Account for all office equipment and supplies, act as custodian of all records of property and conduct periodic inventory thereof;Perform such other related works as may be assigned by the management.
2. ANACLETO G. DUQUE JR.	ADMINISTRATIVE OFFICER III	<ul style="list-style-type: none">To account for all property, plant, and equipment of USM;Act as head of the Inventory Team and conduct periodic inventory thereof as required;In-charge of the registration of all USM Vehicle and Fixed Assets needed to be insured;Act as custodian of accountable forms and issuance thereof;Supervise the work of the Administrative Assistant and Administrative Aide under his jurisdiction;Assist in the disposal of unserviceable PPE;Perform such other related works as may be assigned by the management.
3. CHERYL M. ITABLE	ADMINISTRATIVE ASSISTANT II	<ul style="list-style-type: none">Prepare and maintain Property Card for all funds;Assist in the conduct of physical inventory of all PPE;Assist in the preparation of reports;Prepare transfer/renewal of PAR/MR/IIRUP;ISO Document Controller;Perform such other related works as may be assigned by the management.
4. ANABEL S. ARCIAGA	ADMINISTRATIVE AIDE VI	<ul style="list-style-type: none">Assist in the conduct of physical inventory of all PPE;In-charge of scanning and archiving of documents;In-charge of the receiving and releasing documents;

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		<ul style="list-style-type: none"> - Assist in the preparation of reports; - Prepare Inspection and Acceptance Report of deliveries under Fund 01 and Fund 05; - Perform such other related works as may be assigned by the management.
5. ALPE P. PADUYOS	ADMINISTRATIVE OFFICER I	<ul style="list-style-type: none"> - Supervise the work of the Administrative Assistant and Administrative Aide under his jurisdiction; - Prepare and maintain Stock Card of each supplies and materials for all funds; - Regularly account for all supplies and materials stored in the Central Supply; - Act as a custodian of all supplies and materials in the Warehouse; - Conduct of physical count of supplies and materials as needed; - Receive supplies and materials delivered by the Supplier; - Assist in the inspection of deliveries at the stockroom; - Perform such other related works as may be assigned by the management.
6. MONIRA P. BANSILAN	ADMINISTRATIVE ASSISTANT II	<ul style="list-style-type: none"> - In-charge in the preparation of disbursement vouchers without LD for all funds - Prepares weekly reports to be submitted to the Accounting Office and COA; - Assist in receiving and tracking of documents; - Prepare daily Report of Supplies and Materials Issued for submission to Accounting Office.
7. JULIE A. SORROSA	ADMINISTRATIVE AIDE VI	<ul style="list-style-type: none"> - Assist in the conduct of physical inventory of Supplies and Materials; - Prepare Inspection and Acceptance Report of deliveries under Fund 06 and Fund 07; - In-charge of Document Tracking System (DTS); - Perform such other related works as may be assigned by the management.
8. RENE P. LUCENA	ADMINISTRATIVE AIDE II	<ul style="list-style-type: none"> - In-charge in the delivery of supplies and materials to the end-user; - Assist in receiving deliveries from suppliers; - Assist in the conduct of physical inventory of Supplies and Materials; - Assist in the withdrawal of construction materials; - Assist in the issuance of supplies and materials to end-user;
9. EDGAR O. SAMAMA	ADMINISTRATIVE AIDE I	<ul style="list-style-type: none"> - Assist in the delivery of supplies and materials to the end-user; - Assist in receiving deliveries from suppliers;

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		<ul style="list-style-type: none">- Assist in the conduct of physical inventory of Supplies and Materials;- Assist in the issuance of supplies and materials to end-user;- Assist in the withdrawal of construction materials;- Maintain the cleanliness and orderliness in the area.
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Prepared by:


JULIE A. SORROSA
Administrative Aide VI

Noted by:


SHIRLY J. MONDIA
Administrative Officer V

