# UNIVERSITY OF SOUTHERN MINDANAO

## COLLEGE OF BUSINESS, DEVELOPMENT ECONOMICS AND MANAGEMENT

ACCOUNTANCY DEPARTMENT

# BACHELOR OF SCIENCE IN MANAGEMENT ACCOUNTING







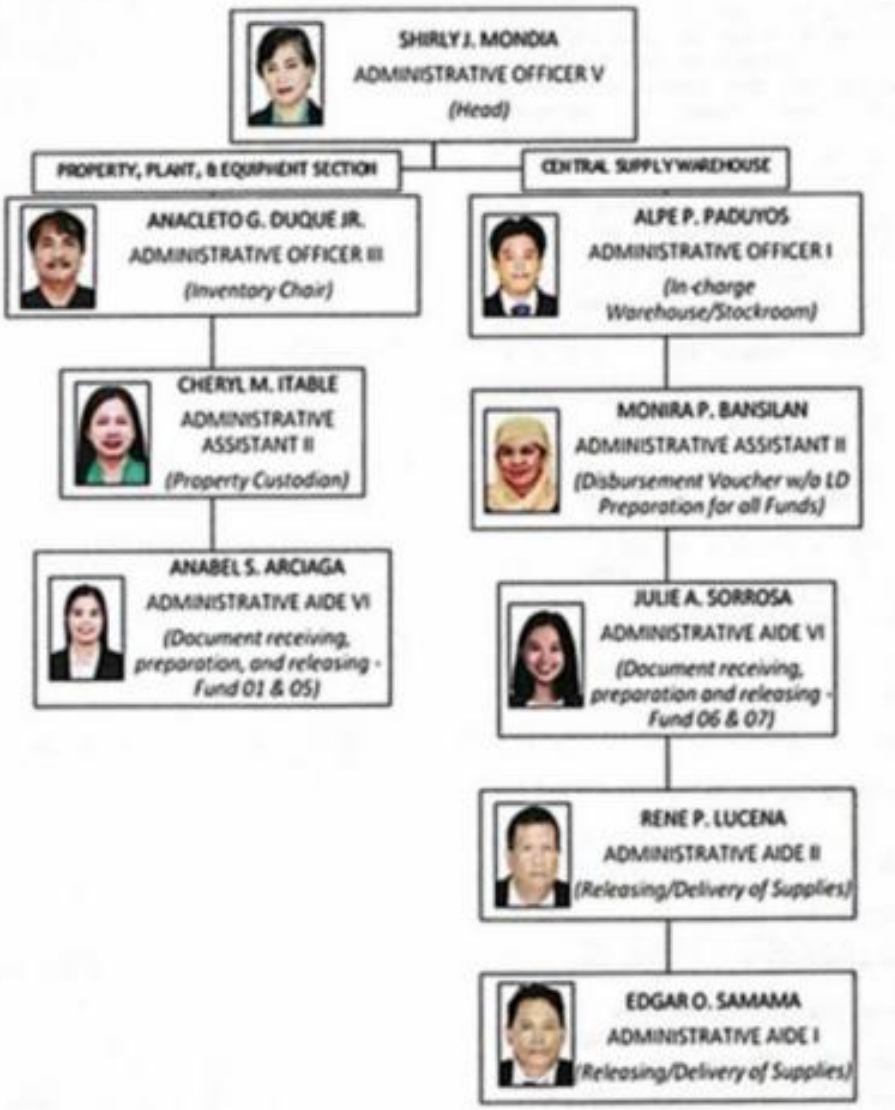
## AACCUP LEVEL 1 ACCREDITATION

# AREA X
# ADMINISTRATION

**I.1.** The institution maintains a Supply Management Office (SMO) managed by qualified staff with specific functions and responsibilities.

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Kabacan, Cotabato

# PROPERTY AND SUPPLY MANAGEMENT OFFICE
# TABLE OF ORGANIZATION




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| NAME OF EMPLOYEE | POSITION | FUNCTIONS AND RESPONSIBILITIES |
|---|---|---|
| 1. SHIRLY J. MONDIA | ADMINISTRATIVE OFFICER V | • Property and Supply Management Head<br>- Supervise and coordinate the supply and property management activities of the University;<br>- Plan, direct, and supervise the work of supply officers and personnel engaged in the receipt, control, and issuance of supplies<br>- Implement objectives, rules, and regulations pertaining to supply and property management;<br>- Prepare and submit periodic, annual, and other required reports on supplies and property inventory;<br>- Account for all office equipment and supplies, act as custodian of all records of property and conduct periodic inventory thereof;<br>- Perform such other related works as may be assigned by the management. |
| 2. ANACLETO G. DUQUE JR. | ADMINISTRATIVE OFFICER III | - To account for all property, plant, and equipment of USM;<br>- Act as head of the Inventory Team and conduct periodic inventory thereof as required;<br>- In-charge of the registration of all USM Vehicle and Fixed Assets needed to be insured;<br>- Act as custodian of accountable forms and issuance thereof;<br>- Supervise the work of the Administrative Assistant and Administrative Aide under his jurisdiction;<br>- Assist in the disposal of unserviceable PPE;<br>- Perform such other related works as may be assigned by the management. |
| 3. CHERYL M. ITABLE | ADMINISTRATIVE ASSISTANT II | - Prepare and maintain Property Card for all funds;<br>- Assist in the conduct of physical inventory of all PPE;<br>- Assist in the preparation of reports;<br>- Prepare transfer/renewal of PAR/MR/IIRUP;<br>- ISO Document Controller;<br>- Perform such other related works as may be assigned by the management. |
| 4. ANABEL S. ARCIAGA | ADMINISTRATIVE AIDE VI | - Assist in the conduct of physical inventory of all PPE;<br>- In-charge of scanning and archiving of documents;<br>- In-charge of the receiving and releasing documents; |

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| | | - Assist in the preparation of reports;<br>- Prepare Inspection and Acceptance Report of deliveries under Fund 01 and Fund 05;<br>- Perform such other related works as may be assigned by the management. |
| 5. ALPE P. PADUYOS | ADMINISTRATIVE OFFICER I | - Supervise the work of the Administrative Assistant and Administrative Aide under his jurisdiction;<br>- Prepare and maintain Stock Card of each supplies and materials for all funds;<br>- Regularly account for all supplies and materials stored in the Central Supply;<br>- Act as a custodian of all supplies and materials in the Warehouse;<br>- Conduct of physical count of supplies and materials as needed;<br>- Receive supplies and materials delivered by the Supplier;<br>- Assist in the inspection of deliveries at the stockroom;<br>- Perform such other related works as may be assigned by the management. |
| 6. MONIRA P. BANSILAN | ADMINISTRATIVE ASSISTANT II | - In-charge in the preparation of disbursement vouchers without LD for all funds<br>- Prepares weekly reports to be submitted to the Accounting Office and COA;<br>- Assist in receiving and tracking of documents;<br>- Prepare daily Report of Supplies and Materials Issued for submission to Accounting Office. |
| 7. JULIE A. SORROSA | ADMINISTRATIVE AIDE VI | - Assist in the conduct of physical inventory of Supplies and Materials;<br>- Prepare Inspection and Acceptance Report of deliveries under Fund 06 and Fund 07;<br>- In-charge of Document Tracking System (DTS);<br>- Perform such other related works as may be assigned by the management. |
| 8. RENE P. LUCENA | ADMINISTRATIVE AIDE II | - In-charge in the delivery of supplies and materials to the end-user;<br>- Assist in receiving deliveries from suppliers;<br>- Assist in the conduct of physical inventory of Supplies and Materials;<br>- Assist in the withdrawal of construction materials;<br>- Assist in the issuance of supplies and materials to end-user; |
| 9. EDGAR O. SAMAMA | ADMINISTRATIVE AIDE I | - Assist in the delivery of supplies and materials to the end-user;<br>- Assist in receiving deliveries from suppliers; |

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| | | |
|---|---|---|
| | | - Assist in the conduct of physical inventory of Supplies and Materials;<br>- Assist in the issuance of supplies and materials to end-user;<br>- Assist in the withdrawal of construction materials;<br>- Maintain the cleanliness and orderliness in the area. |

Prepared by:

JULIE A. SORROSA
*Administrative Aide VI*

Noted by:

SHIRLY J. MONDIA
*Administrative Officer V*

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