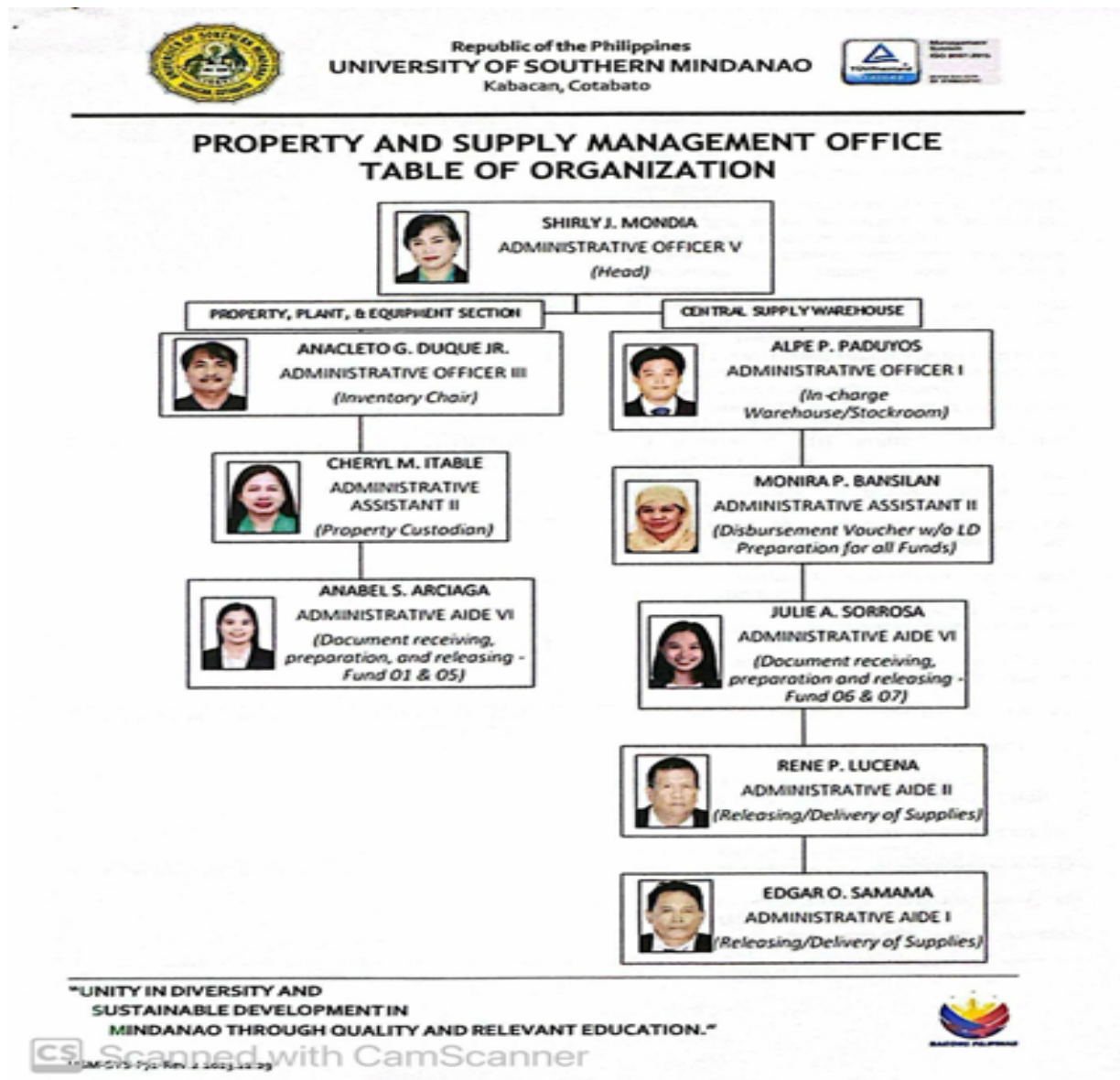


E. Supply Management

E.1. Composition of the Supply Management Office, including their qualifications, functions and responsibilities





Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato



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;

"UNITY IN DIVERSITY AND
SUSTAINABLE DEVELOPMENT IN
MINDANAO THROUGH QUALITY AND RELEVANT EDUCATION."



Scanned with CamScanner

UM-SYS-Fys-Rev.2.2023.12.29





		<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;



Republic of the Philippines
UNIVERSITY OF SOUTHERN MINDANAO
Kabacan, Cotabato



Department of Education
Region 11
Cotabato

		<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.
--	--	--

Prepared by:


JULIE A. SORROSA
Administrative Aide VI

Noted by:


SHIRLY J. MONDIA
Administrative Officer V