

LIST OF VACANT POSITION IN THE OFFICE OF PILI WATER DISTRICT

Position **CLERK PROCESSOR C**
No. of Vacancies One (1)
Salary Grade Php 708.45/day (Plus 20% premium Php 141.69/day)
Status Contract of Service

QUALIFICATION REQUIREMENTS

Education - Completion of two years studies in college
Experience - None Required

Competency

- Has basic knowledge on Property and Supply Management;
- Possess good verbal and written communication skills;
- Has organizational skills and attention to detail;
- Reliable and can complete assigned task and obligations on time
- Computer literate and knowledgeable in Microsoft Office Application;
- Has knowledge of office administration, clerical procedures, and recordkeeping systems.

Duties and Responsibilities:

- Receive and Issue Construction Materials Inventory Supplies (POW) and Materials for Water Systems Operations;
- Tag/Label Construction Materials Inventory Supplies and Materials for Water Systems Operations;
- Monitor, record and update ledgers for Program of Works and prepare report, if quantities requested exceeds the POW;
- Prepare POW Summary of issued materials;
- Update Property Plant and Equipment Ledger Cards;
- Prepare and update Inventory and Inspection Report for Unserviceable Property;
- Record and monitor borrowed equipment, machineries and materials;
- Prepare Monthly Accomplishment Report;
- Assist in the conduct of semiannual physical counting of materials and PPE;
- Perform other duties that may be assigned by the Immediate Supervisor.

Last day of submission of Application: January 28, 2024

Approved for Posting:


ANNAFE COLLAO PATO
General Manager B

"We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to age, sex, sexual orientation and gender identity, civil status, disability, religion, ethnicity, political affiliation, disability status or any other characteristic protected by law".

Date Posted: January 18, 2024