



Publication of Vacant Position

Head of Agency	:	CONSTANTINO G. MEDILO, JR., Ph.D
Position	:	Campus Director
Mailing Address	:	Southern Leyte State University – Tomas Oppus Campus, San Isidro, Tomas Oppus, Southern Leyte
Contact Person	:	ABEGAIL L. BANO
Position	:	HRMO-Designate
E-mail Address	:	abano@southernleytestateu.edu.ph
Contact Numbers	:	09204374641

POSITION TITLE	:	Office Clerk
No. of Vacancy	:	1
Status	:	Casual
Daily Rate	:	Php 667.00
Section/Unit Assignment	:	Procurement Office

Minimum Qualifications

Education	:	Any four-year course
Experience	:	At least 1 year of relevant experience
Training	:	None Required
Eligibility	:	None Required

Competencies Required	:	None
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Duties and Responsibilities :

- Update or requests updated documents from suppliers that join the bidding.
- Prepares the Request for Quotation (RFQ).
- Canvasses the items to be purchased to 3-5 suppliers.
- Retrieves the RFQ and submits them to the BAC office for justification and awarding of bids.
- Inform the winning supplier and the process owner of the awarded supplier and/or if there are any concerns regarding the availability or specs of the requested of the requested items.
- Have the purchase orders signed by the awarded suppliers.
- Get the purchased items from the suppliers.
- Maintain a record of all relevant files and documents.
- Collaborate with the BAC, accounting and supply offices in monitoring the progress or status of the items requested.
- Attend to the procurement officer's advice or request related to the job.

Documents Required:

1. Application letter addressed to:
CONSTANTINO G. MEDILO, JR., Ph.D.
Campus Director
Southern Leyte State University-Tomas Oppus Campus
San Isidro, Tomas Oppus, Southern Leyte
2. Authenticated copy of Transcript of Records
3. Comprehensive Curriculum Vitae
4. Certificates of trainings/seminars attended during the last five (5) years

Submit your application not later than **July 13, 2023.**

Prepared by:

Noted by:

(SGD)ABEGAIL L. BANO
HRMO, Designate

(SGD.) CONSTANTINO G. MEDILO, JR., Ph.D.
Campus Director