



WORKFORCE PUBLICATION FORM

Date of Posting: April 6, 2017

The Local Government Academy is in need of a ***Inventory Clerk*** to be assigned at the ***Administrative, Financial and Management Division***.

SCOPE OF WORK
SPECIFIC FUNCTIONS AND DUTIES
<ul style="list-style-type: none">• Scan all documents regarding the procurement of Property, Plant and Equipment (PPE) and Supplies of the Academy;• Maintain the Property and Supplies Card at the Accounting Section;• Monitor Property, Plant and Equipment (PPE) and Supplies Procurement;• Advice Procurement of Property, Plant and Equipment (PPE), when needed, and Supplies as the Stock of the Academy is at the level determined of the Accounting Section;• Update PPE for acquisitions thru purchase and donations;• Coordinate with the Property Officer for reconciliation of PPE per books and per inventory; and• Perform related functions that maybe assigned from time to time.
ENGAGEMENT OF SERVICES
<p>The Inventory Clerk shall be under Contract of Service with duration of six (6) months and renewable subject to assessment or evaluation and availability of funds.</p> <p>The engagement of the Inventory Clerk is full-time with a monthly salary of Fifteen Thousand Pesos (P15,000.00) inclusive of tax to be paid bi-monthly.</p>
EDUCATION
<ul style="list-style-type: none">• Graduate of Business related Course
SKILLS
<ul style="list-style-type: none">• MS Excel• MS Access
TRAINING
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EXPERIENCE

- One (1) year of related work experience

Interested Applicants may visit or send application forms and required credentials to:

MARIVEL C. SACENDONCILLO, CESO III

Executive Director

DILG-Local Government Academy

8F Agustin I Building F. Ortigas Jr. Road, Ortigas Center, Pasig City

Through:

DONNA JEANNE M. YARCIA

Administrative Officer V (HRMO III)

Email: lgahrmu@gmail.com

Application Requirements:

- Letter of Application
- Curriculum Vitae
- College Diploma (Authenticated)
- Certificates of trainings attended
- Transcript of Records (Authenticated)
- Medical Certificate (upon advise by the HRM Officer)

Deadline of Application: April 17, 2017

Prepared by:



VEA LIANNE M. RAMOS

HRM Unit Staff

Date:

Approved for posting:



GENEDINE A. EVANGELISTA

Chief, AFMD

Date:

WEB POSTING CONFIRMATION SLIP

Title of the document: Posting of Inventory Clerk Position under AFMD

Date & time posted:

Web Administrator:

Signature above printed name