



Republic of the Philippines
Department of Agriculture

AGRICULTURAL TRAINING INSTITUTE **Regional Training Center III**

Gov't Complex, San Ramon, Dinalupihan, Bataan

Contact Nos.: (047) 240-5035 | Email: atiregion3@ati.da.gov.ph & atiregion3@yahoo.com

Satellite Office: Barangay Singalat, Palayan City, Nueva Ecija 3132 | Contact nos: (044) 950-9387

Website: www.ati.da.gov.ph/ati-3; www.e-extension.gov.ph

REQUEST FOR JOB ORDER

Requesting Office	: SUPPLY MANAGEMENT UNIT
Number of Position Requested	: 1
Position for Job Order	: Administrative Support Staff II (Procurement Assistant)
Salary/Compensation	: SG 6, SSL 2019 Step 1
Period Covered	: May – December 2023
Date Request	: April 2023

QUALIFICATIONS:

Educational Attainment: Completion of two (2) years studies in college

Work Experience: none required, but preferred

Training: none is required, but training on RA 9184 is an advantage

Eligibility: none required, but preferred

DUTIES AND RESPONSIBILITIES:

Specific Tasks:

Receiving, Numbering and Recording

- Purchase Request

- Office and Training Supplies

- Catering Services

- Purchase Order

- Inspection and Acceptance Report

Canvass supplies/equipment and other materials

- Facilitate the canvass of Purchase Request of Office and Training Supplies needed by the Center

- Facilitate the canvass of Purchase Request for Catering Services

- Follow -up Supplier regarding their quotation and delivery

Prepare Vouchers:

- Prepare Obligation Requisition Slip

- Prepare Disbursement Voucher

- Prepare Purchase Order

- Prepare Notice of Award

- Prepare Notice to Proceed

- Prepare Inspection and Acceptance Report

- Prepare Acknowledgement Receipt

Prepare the Summary of Canvass

- Facilitate the Awarding of the Summary of Canvass to be signed by the BAC

Prepare Notice of Delivery

- Prepare Notice of delivery to be submitted to COA

- Facilitate the the Delivery and Inspection of Supplies and materials with the Inspector
 - Prepare Transmittal of Purchase Order
 - Prepare the Transmittal of PO and submit to DCC and COA
 - Encode Record Matrix
 - Encode Matrix of PR - Office and Training Supplies
 - Encode Matrix of PR - Catering Services
 - Encode Matrix of Purchase Order
 - Encode Matrix of IAR
 - File all the documents
 - Purchase Request OTS and Catering Services, Purchase Order, IAR, Notice of Delivery, Transmittal of PO, Suppliers Business Documents
 - Serving of Purchase Order, Notice of Award and Notice to Proceed to Supplier
 - Perform other official duties as may be called from time to time
- Deliverables:
- Received, Numbered and Recorder at least 50 Purchase Request/month

- Purchase Order at least 25/month
- IAR at least 25/month
- Canvass supplies and materials a least 25/month, but it also depends upon the Request
- Assist in the preparation, finalization and submission of at least 30 vouchers/month
- Assist in the preparation and finalization at least 30 summary of canvass/month
- Assist in the preparation of at least 20 notice of deliveries/month and 25 deliveries of Supplies and Materials
- Assist in the preparation of at least 25 inspection of delivery/month
- Assist in the preparation of at least 25 of Transmittal of PO
- Prepare at least once a month of Encoding of Record Matrix
- Prepare at least once a day filing of all documents
- Assist in the preparation of at least 25 Purchased Order and Notices served/ month
- Perform other official duties as may be called from time to time 5 days a week

Requesting Officer:	Funds Availability:	Recommending:	Approved:
CARLO S. ROBERTO	GUIA D. REYES	VACANT	JOEY A. BELARMINO, Ph.D.
IMMEDIATE SUPERVISOR	HEAD, BUDGET SECTION	TCS I	CENTER DIRECTOR