

**PUBLICATION OF VACANY FOR CONTRACT OF SERVICE**

<b>POSITION TITLE</b>	<b>CLERK IV</b>	<b>DUTIES &amp; RESPONSIBILITIES</b>
<b>PLACE OF ASSIGNMENT</b>	Bids and Award Committee (BAC)	Helps encode, reproduce and organize BAC documents; Take custody of procurement documents and other records; Assists in managing the procurement process; Advertise and/or post bidding opportunities, including bidding documents and notice of awards; Consolidate PPMPs from various unit of the procuring entity and prepare the APP; Monitor procurement activities and milestones for proper reporting; Act as the central channel of communications for the BAC with-end-users, other units of the line agency, other government agencies, providers of goods, civil works and consulting services and the general public; Assist in the conduct of Basic Meat Inspection Service (BMIC); Assist in the conduct of meat safety field monitoring activities- Task Force Bantay Karne (TFBK); Serve as Assistant Meat Inspector in case of Man Power shortage; Assist in the conduct of Hazard Analysis and Critical Control Point (HACCP) / Good Manufacturing Practices (GMP) Inspection; Participate in the On-site Plant Orientation; and Perform other tasks including technical duties as assigned by the Immediate Supervisor
<b>SALARY GRADE</b>	8 (P 18,433.80)	
<b>EDUCATION</b>	Completion of 2 years in college	
<b>EXPERIENCE</b>	1 year relevant experience	
<b>TRAINING</b>	4 hours of relevant training	
<b>ELIGIBILITY</b>	Professional or Sub-Professional CSC Eligibility <b>(Preferably but not required)</b>	
<b>VACANCY</b>	<b>1</b>	

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POSITION TITLE	CLERK IV	DUTIES & RESPONSIBILITIES
<b>PLACE OF ASSIGNMENT</b>	Administrative Division - Property Unit	a. Numbers, records, release of Purchase Order (PO) and Disbursement Vouchers (DV); b. Filing of PAR and ICS; c. Updating Purchase Order Matrix; d. Receiving and releasing of documents/communications; e. Assist in accommodation/preparation of accountable forms; f. Receives delivery of goods and services; g. Prepares RSMI issued common supplies; h. Regular submission of conformed PO within five (5) days to the Commission on Audit (COA); i. Coordinates and assists various Divisions/Offices of the Agency; j. Assist in the conduct of Basic Meat Inspection Service (BMIC); k. Assist in the conduct of meat safety field monitoring activities- Task Force Bantay Karne (TFBK); l. Serve as Assistant Meat Inspector in case of Man Power shortage; m. Assist in the conduct of Hazard Analysis and Critical Control Point (HACCP) / Good Manufacturing Practices (GMP) Inspection; n. Participate in the On-site Plant Orientation; and o. Perform other tasks including technical duties as assigned by the Immediate Supervisor
<b>SALARY GRADE</b>	8 (P 18,433.80)	
<b>EDUCATION</b>	Completion of 2 years in college	
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<b>VACANCY</b>	<b>1</b>	

1. Letter of Intent / Application Letter
  2. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at [www.csc.gov.ph](http://www.csc.gov.ph);
  3. Photocopy of certificate of eligibility/rating/license
  4. Photocopy of Diploma and Transcript of Records. (if any)
- Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to [cospersonnel.nmis@gmail.com](mailto:cospersonnel.nmis@gmail.com) not later than **November 3, 2024**.