



Republic of the Philippines
Department of Science and Technology
PHILIPPINE SCIENCE HIGH SCHOOL MAIN CAMPUS
Agham Road, Diliman, Quezon City
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SUPPLY AND PROPERTY UNIT

JOB ORDER DUTIES AND RESPONSIBILITIES

1. Updating/maintenance of Property Cards and Property Acknowledgement Receipt of employees.
2. Assist the SPU Head as Inventory Committee Chairperson for the updating of Report on Physical Count of PPE.
3. Assist in the retrieval of records available as per the employee's submitted Inventory and Inspection Report of Unserviceable Property (IIRUP) and Waste Material Report (WMR).
4. Reconciliation of records in coordination with the Accounting Unit in lieu of COA AOM for an accurate, correct and fair presentation of PPE account balances.
5. Assists in the annual retrieval and issuance of students' books.
6. Other tasks that may be assigned from time to time.

Prepared by:


Michael M. Mempin 5/10/22
Supply and Property Unit Head