

Please refer to this document for the detailed duties and responsibilities of the posted positions.

|    | <b>For Every Campus/Branch in a State College</b> | <b>Plantilla Item No.</b> | <b>SG</b> | <b>No.</b> | <b>Intended Office</b> | <b>Function</b>  |
|----|---|---------------------------|-----------|------------|------------------------|--|
| 1. | Administrative Officer V                          | CNSCB-ADOF5-4-2004        | 18        | 1          | Cash Unit              | <ol style="list-style-type: none"> <li>1. Oversee the day-to- day operation of the cashier unit</li> <li>2. Prepare, review, signs and issue check, ACIC, LDDAP/ADA covering disbursement of the college</li> <li>3. Deposit daily collection and deliver LDDAP/ADA, Payroll to depository bank ensuring secure transportation and accurate deposit slip.</li> <li>4. Serve as Petty Cash Custodian for Business related fund and maintain accurate records for petty cash transactions.</li> <li>5. Keep detailed and accurate records of all check issuances,</li> <li>6. Ensure timely preparation and submission of accurate financial report.</li> <li>7. Responsible for Disbursing of payments for cash advances payroll ensuring that payments are accurate and timely.</li> <li>8. Deliver checks to external agencies, maintaining proper documentation and tracking of the delivery</li> <li>9. Signs official documents related to financial matters, affirming the accuracy and legitimacy of the information.</li> <li>10. Manage inventory of supplies like checks and other materials related to cash handling</li> <li>11. Adhere to all university policies and procedures as well as relevant regulations, regarding financial transactions.</li> </ol> |
| 2. | Administrative Officer II                         | CNSCB-ADOF2-72-2024       | 11        | 1          | Budget Unit            | <ol style="list-style-type: none"> <li>1. Develop and prepare annual budgets, ensuring alignment with organizational goals and financial policies.</li> <li>2. Conduct detailed financial analyses to forecast revenues, expenditures, and budgetary needs.</li> <li>3. Monitor budget performance throughout the fiscal year, identifying variances, and recommending adjustments as needed.</li> <li>4. Prepare comprehensive financial reports for management and stakeholders, highlighting key financial metrics and budget status.</li> <li>5. Ensure compliance with budgeting policies, guidelines, and regulations.</li> <li>6. Identify cost-saving opportunities and implement measures to enhance financial efficiency.</li> <li>7. Coordinate with various departments to gather budgetary information and provide support during the budgeting process.</li> <li>8. Assist with internal and external audits by providing necessary documentation and explanations related to budget and expenditures.</li> <li>9. Continuous evaluating and improving budgeting processes and tools to enhance accuracy and efficiency.</li> <li>10. Perform other tasks that may be assigned from time to time by the immediate supervisor.</li> </ol>                     |
| 3. | Administrative Officer I                          | CNSCB-ADOF1-60-2024       | 10        | 1          | General Services Unit  | <ol style="list-style-type: none"> <li>1. Receive job order requests and assign personnel on specific tasks according to the nature of the job request.</li> <li>2. Follow up on the job inspection report and issue the needed materials for the job.</li> <li>3. Manage inventory of office supplies and equipment and prepare purchase requests as needed.</li> </ol>   |

|    | For Every Campus/Branch in a State College | Plantilla Item No.  | SG | No. | Intended Office  | Function  |
|----|--|---------------------|----|-----|------------------|---|
|    |  |                     |    |     |                  | <ol style="list-style-type: none"> <li>4. Validate and record all incoming deliveries of materials for the General Services Office (GSO).</li> <li>5. Prepare report and verify unserviceable properties/ equipment under GSO for disposal and to be turned over to the Supply and Property Management Office.</li> <li>6. Conduct periodic (monthly) physical inventory of materials and equipment of GSO and submit a report to the GSO-Head.</li> <li>7. Prepare the Performance Monitoring Tool for the conducted Preventive Maintenance.</li> <li>8. Assist in the budget preparation process and preparation of Purchase Requests.</li> <li>9. Act as a point of contact with the GSO Coordinators of satellite campuses for queries and concerns.</li> <li>10. Provide recommendations on administrative matters to the immediate supervisor for a smooth operation of the office.</li> <li>11. Perform other tasks as may be assigned by the immediate supervisor.</li> </ol> |
| 4. | Administrative Officer I                   | CNSCB-ADOF1-61-2024 | 10 | 1   | Records Unit     | <ol style="list-style-type: none"> <li>1. Facilitate an inventory of documents and data banking</li> <li>2. Create a Record Management System Plan</li> <li>3. Keep a systematic distribution list of all documents</li> <li>4. Determine which incoming communication from other agencies/units shall be received and route it according to its purpose.</li> <li>5. Create a system filing with e-copy of important documents for storage purposes and easy retrieval.</li> <li>6. Create a monthly working plan.</li> <li>7. Maintain a high level of professionalism in the exercise of duties and upkeep of the records section.</li> <li>8. Perform other related duties and responsibilities as may be assigned by proper authorities</li> </ol>   |
| 5. | Administrative Officer I                   | CNSCB-ADOF1-69-2024 | 10 | 1   | Procurement Unit | <ol style="list-style-type: none"> <li>1. Receive, review and process Purchase Request and PPMP from end-user/delivery units, including specifications, quantities, and pricing.</li> <li>2. Prepare and process Purchase/Job orders for all approved procurement requests</li> <li>3. Regularly update end-users on the status procurement request</li> <li>4. Keep, maintain and monitor the status of all procurement activities to ensure timely processing</li> <li>5. Establish and maintain a monitoring system for all procurement activities</li> <li>6. Prepare and maintain monthly reports related to procurement activities</li> <li>7. Perform other procurement-related tasks as may be assigned by the immediate supervisor</li> </ol>  |
| 6. | Administrative Officer I                   | CNSCB-ADOF1-70-2024 | 10 | 1   | SPMO             | <ol style="list-style-type: none"> <li>1. Monitor/prepare and process motor vehicles and building insurance at GSIS</li> <li>2. Monitor and renew vehicles LTO registration</li> </ol>  |

|    | For Every Campus/Branch in a State College          | Plantilla Item No.          | SG | No. | Intended Office            | Function   |
|----|---|-----------------------------|----|-----|----------------------------|--|
|    |   |                             |    |     |                            | <ol style="list-style-type: none"> <li>3. Pay Insurance Premiums and maintain files of Policy Contract for vehicles &amp; buildings</li> <li>4. Receive/check and verify returned unserviceable equipment</li> <li>5. Records/cancel PAR issued for returned equipment</li> <li>6. Classify and prepare a report of unserviceable equipment</li> <li>7. Conduct an actual physical count of property, plant and equipment of the satellite campuses and post inventory tag for every equipment found during the conduct of actual count</li> <li>8. Prepare and submit report on Actual Physical Count of Property, Plant and Equipment</li> <li>9. Inspect IGP products for disposal</li> <li>10. Prepare report on disposal of IGP Products</li> <li>11. Maintain file of PAR/renew PAR issued to end-users</li> <li>12. Submit accomplishment report every 5<sup>th</sup> day of the following month</li> </ol> |
| 7. | Administrative Assistant III<br>(Secretary II (A))  | CNSCB-<br>ADAS3-15-<br>2023 | 9  | 1   | Office of the<br>President | <ol style="list-style-type: none"> <li>1. Draft endorsement letter and travel order for the signature of the College President</li> <li>2. Prepare Minutes of Meetings, and documents for Cash advances, reimbursements of traveling expenses, RATA, and other attachments.</li> <li>3. Prepare various reports and other arrangements for compliance.</li> <li>4. Assist in the monitoring of office commitment and reminding the quality objectives falling due.</li> <li>5. Forward to the concerned office routing/communication needs immediate action and monitor and monitor the status of action.</li> <li>6. Draft communications and notice, and prepare vouchers and other relevant documents.</li> <li>7. Monitor office commitment and remind the quality objectives falling due.</li> <li>8. Perform other related duties and responsibilities as may be assigned by proper authorities</li> </ol>   |
| 8. | Administrative Assistant II<br>(Property Custodian) | CNSCB-<br>ADAS2-54-<br>2024 | 8  | 1   | SPMO                       | <ol style="list-style-type: none"> <li>1. Receive deliveries of hardware and other materials</li> <li>2. Process/issue requested materials to end-users</li> <li>3. Maintain/record newly acquired books</li> <li>4. Pick up supplies and materials from suppliers immediately needed by the College</li> <li>5. Update/prepare Inventory Report of Books</li> <li>6. Receive returned semi-expendable properties and PPE</li> <li>7. Assist in the conduct of inventory taking and disposal</li> <li>8. Assist in the conduct of inspection and deliveries</li> <li>9. Perform other related work that may be assigned from time to time</li> <li>10. Submit accomplishment report every 5<sup>th</sup> day of the following month.</li> <li>11. Perform other related duties and responsibilities as may be assigned by proper authorities</li> </ol>  |

|     | <b>For Every Campus/Branch in a State College</b> | <b>Plantilla Item No.</b> | <b>SG</b> | <b>No.</b> | <b>Intended Office</b> | <b>Function</b>   |
|-----|---|---------------------------|-----------|------------|------------------------|---|
| 9.  | Administrative Assistant II (HRMA I)              | CNSCB-ADAS2-55-2024       | 8         | 1          | HRMO                   | <ol style="list-style-type: none"> <li>1. Receive and record incoming/outgoing documents.</li> <li>2. Answer inquiries of clients.</li> <li>3. Assist in the preparation of required office reports and compile records.</li> <li>4. Assist in the preparation of pertinent documents for the Appointment</li> <li>5. Assist in the reproduction of office documents</li> <li>6. Provide clerical support to the Human Resource Development Office</li> <li>7. Perform other related duties and responsibilities as may be assigned by proper authorities</li> </ol>  |
| 10. | Administrative Aide VI (Clerk III)                | CNSCB-ADA6-26-2023        | 6         | 1          | SPMO                   | <ol style="list-style-type: none"> <li>1. Act as Office Secretary/Clerk and perform all administrative routines and related general administrative support services.</li> <li>2. Manage and distribute incoming and outgoing internal and external communications.</li> <li>3. Maintain a comprehensive administrative filing system, both physical and digital.</li> <li>4. Assist in the preparation of various reports and other arrangements for compliance.</li> <li>5. Assist in the arrangement of logistics in all meetings and other activities, off-site and on-site.</li> <li>6. Maintain courteous communication with clientele and supervisors, faculty, and staff.</li> <li>7. Assist the Supervisor in monitoring of office commitment and in reminding the quality objectives falling due.</li> <li>8. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol>     |
| 11. | Administrative Aide VI (Clerk III)                | CNSCB-ADA6-19-2023        | 6         | 1          | PICRO                  | <ol style="list-style-type: none"> <li>1. Act as Office Secretary/Clerk and perform all administrative routines and related general administrative support services.</li> <li>2. Manage and distribute incoming and outgoing internal and external communications.</li> <li>3. Maintain a comprehensive administrative filing system, both physical and digital.</li> <li>4. Assist in the preparation of various reports and other arrangements for compliance.</li> <li>5. Assist in the arrangement of logistics in all meetings and other activities, off-site and on-site.</li> <li>6. Maintain courteous communication with clientele and supervisors, faculty, and staff.</li> <li>7. Assist the Supervisor in the monitoring of office commitment and in reminding the quality objectives falling due.</li> <li>8. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol> |
| 12. | Administrative Aide VI (Clerk III)                | CNSCB-ADA6-30-2024        | 6         | 1          | Budget Unit            | <ol style="list-style-type: none"> <li>1. Act as Office Secretary/Clerk and perform all administrative routines and related general administrative support services.</li> </ol>   |

|     | For Every Campus/Branch in a State College | Plantilla Item No. | SG | No. | Intended Office  | Function  |
|-----|--|--------------------|----|-----|------------------|---|
|     |  |                    |    |     |                  | <ol style="list-style-type: none"> <li>2. Manage and distribute incoming and outgoing internal and external communications.</li> <li>3. Maintain a comprehensive administrative filing system, both physical and digital.</li> <li>4. Assist in the preparation of various reports and other arrangements for compliance.</li> <li>5. Assist in the arrangement of logistics in all meetings and other activities, off-site and on-site.</li> <li>6. Maintain courteous communication with clientele and supervisors, faculty, and staff.</li> <li>7. Assist the Supervisor in monitoring office commitment and in reminding the quality objectives falling due.</li> <li>8. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol>   |
| 13. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-31-2024 | 6  | 1   | Budget Unit      | <ol style="list-style-type: none"> <li>1. Act as Office Secretary/Clerk and perform all administrative routines and related general administrative support services.</li> <li>2. Manage and distribute incoming and outgoing internal and external communications.</li> <li>3. Maintain a comprehensive administrative filing system, both physical and digital.</li> <li>4. Assist in the preparation of various reports and other arrangements for compliance.</li> <li>5. Assist in the arrangement of logistics in all meetings and other activities, off-site and on-site.</li> <li>6. Maintain courteous communication with clientele and supervisors, faculty, and staff.</li> <li>7. Assist the Supervisor in the monitoring of office commitment and in reminding the quality objectives falling due.</li> <li>8. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol> |
| 14. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-32-2024 | 6  | 1   | Procurement Unit | <ol style="list-style-type: none"> <li>1. Act as Office Secretary/Clerk and perform all administrative routines and related general administrative support services.</li> <li>2. Manage and distribute incoming and outgoing internal and external communications.</li> <li>3. Maintain a comprehensive administrative filing system, both physical and digital.</li> <li>4. Assist in the preparation of various reports and other arrangements for compliance.</li> <li>5. Assist in the arrangement of logistics in all meetings and other activities, off-site and on-site.</li> <li>6. Maintain courteous communication with clientele and supervisors, faculty, and staff.</li> <li>7. Assist the Supervisor in the monitoring of office commitment and in reminding the quality objectives falling due.</li> </ol>   |

|     | For Every Campus/Branch in a State College | Plantilla Item No. | SG | No. | Intended Office     | Function   |
|-----|--|--------------------|----|-----|---------------------|--|
|     |  |                    |    |     |                     | 8. Perform other related duties and responsibilities as may be assigned by proper authorities.   |
| 15. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-33-2024 | 6  | 1   | Cash Unit           | <ol style="list-style-type: none"> <li>1. Act as Office Secretary/Clerk and perform all administrative routines and related general administrative support services.</li> <li>2. Manage and distribute incoming and outgoing internal and external communications.</li> <li>3. Maintain a comprehensive administrative filing system, both physical and digital.</li> <li>4. Assist in the preparation of various reports and other arrangements for compliance.</li> <li>5. Assist in the arrangement of logistics in all meetings and other activities, off-site and on-site.</li> <li>6. Maintain a courteous communication with clientele and supervisors, faculty and staff.</li> <li>7. Assist the Supervisor in the monitoring of office commitment and in reminding the quality objectives falling due.</li> <li>8. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol> |
| 16. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-34-2024 | 6  | 1   | Internal Audit Unit | <ol style="list-style-type: none"> <li>1. Act as Office Secretary/Clerk and perform all administrative routines and related general administrative support services.</li> <li>2. Manage and distribute incoming and outgoing internal and external communications.</li> <li>3. Maintain a comprehensive administrative filing system, both physical and digital.</li> <li>4. Assist in the preparation of various reports and other arrangements for compliance.</li> <li>5. Assist in the arrangement of logistics in all meetings and other activities, off-site and on-site.</li> <li>6. Maintain courteous communication with clientele and supervisors, faculty, and staff.</li> <li>7. Assist the Supervisor in the monitoring of office commitment and in reminding the quality objectives falling due.</li> <li>8. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol>  |
| 17. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-35-2024 | 6  | 1   | ITSO                | <ol style="list-style-type: none"> <li>1. Act as Office Secretary/Clerk and perform all administrative routines and related general administrative support services.</li> <li>2. Manage and distribute incoming and outgoing internal and external communications.</li> <li>3. Maintain a comprehensive administrative filing system, both physical and digital.</li> <li>4. Assist in the preparation of various reports and other arrangements for compliance.</li> <li>5. Assist in the arrangement of logistics in all meetings and other activities, off-site and on-site.</li> </ol>   |

|     | For Every Campus/Branch in a State College | Plantilla Item No. | SG | No. | Intended Office  | Function  |
|-----|--|--------------------|----|-----|------------------|---|
|     |  |                    |    |     |                  | <ol style="list-style-type: none"> <li>6. Maintain courteous communication with clientele and supervisors, faculty, and staff.</li> <li>7. Assist the Supervisor in the monitoring of office commitment and in reminding the quality objectives falling due.</li> <li>8. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol>   |
| 18. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-36-2024 | 6  | 1   | Legal Unit       | <ol style="list-style-type: none"> <li>1. Act as Office Secretary/Clerk and perform all administrative routines and related general administrative support services.</li> <li>2. Manage and distribute incoming and outgoing internal and external communications.</li> <li>3. Maintain a comprehensive administrative filing system, both physical and digital.</li> <li>4. Assist in the preparation of various reports and other arrangements for compliance.</li> <li>5. Assist in the arrangement of logistics in all meetings and other activities, off-site and on-site.</li> <li>6. Maintain courteous communication with clientele and supervisors, faculty, and staff.</li> <li>7. Assist the Supervisor in the monitoring of office commitment and in reminding the quality objectives falling due.</li> <li>8. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol>   |
| 19. | Administrative Officer V                   | CNSCB-ADOF5-6-2023 | 18 | 1   | Procurement Unit | <ol style="list-style-type: none"> <li>1. Manage and oversee the efficient conduct of all procurement activities ensuring compliance with government regulations pertaining to public procurement.</li> <li>2. Act as a central channel of communication for PD and BAC with end-user or implementing units, PMOs other offices, agencies, suppliers, etc.</li> <li>3. Receive and examine the PPMP for goods and services of each college/office to ensure compliance with internal guidelines and existing government rules and consolidate into an Annual Procurement Plan</li> <li>4. Coordinate with the Bids and Awards Committee through BAC Secretariat the scheduling of bidding and facilitation of small-value procurement and other modes of procurement to ensure timely processing and delivery of goods and services</li> <li>5. Develop a monitoring mechanism to ensure that all items in the APP are timely procured and in accordance with the specifications and terms of reference</li> <li>6. Review and recommend procurement policies, and develop and implement strategies for effective management</li> </ol> |

|     | For Every Campus/Branch in a State College | Plantilla Item No.  | SG | No. | Intended Office     | Function   |
|-----|--|---------------------|----|-----|---------------------|--|
|     |  |                     |    |     |                     | <ul style="list-style-type: none"> <li>7. Keep abreast of new developments in procurement to improve the efficiency and effectiveness of the procurement process and the college complies with government rules and regulations and the agency's needs.</li> <li>8. Perform other related duties and responsibilities as may be assigned by proper authorities</li> </ul>  |
| 20. | Administrative Officer III                 | CNSC-ADOF3-13-2023  | 14 | 1   | SPMO                | <ul style="list-style-type: none"> <li>1. Act in the absence of the Adm. Officer V/Supply Officer III</li> <li>2. Custodian of consumable office supplies</li> <li>3. Receive newly purchased supplies from DBM and bidding</li> <li>4. Record/post purchases on the stock cards</li> <li>5. Classify/arrange supplies in the stock room</li> <li>6. Label each supplies and materials in the stock room</li> <li>7. Receive/record and number RIS</li> <li>8. Process/issue consumable office supplies</li> <li>9. Prepare Monthly Reports of Supplies and Materials Issued</li> <li>10. Conduct actual inventory of supplies and materials</li> <li>11. Prepare a semestral inventory report of common office supplies and materials</li> <li>12. Prepare a list of available supplies</li> <li>13. Conduct an actual physical count of PPE for the main campus and post Inventory tag for every equipment found during the conduct of actual count</li> <li>14. Submit accomplishment report every 5<sup>th</sup> of the following month</li> <li>15. Does other related work that may be assigned from time to time</li> </ul> |
| 21. | Administrative Assistant I (Buyer I)       | CNSCB-ADAS1-22-2018 | 7  | 1   | Procurement Unit    | <ul style="list-style-type: none"> <li>1. Review and process purchase request</li> <li>2. Maintain an up-to-date database of reliable and qualified vendors and suppliers</li> <li>3. Identify and evaluate potential suppliers for goods and services based on quality, pricing, delivery reliability, and other criteria</li> <li>4. Distribute and retrieve requests for quotation to all qualified suppliers</li> <li>5. Serve Purchase/Job Orders to winning suppliers</li> <li>6. Monitor purchase orders to ensure timely and accurate delivery of goods or services</li> <li>7. Ensure all procurement activities comply with organizational policies and regulatory requirements.</li> <li>8. Perform other tasks related to procurement as may be assigned by the immediate supervisor</li> </ul>  |
| 22. | Administrative Officer III                 | CNSC-ADOF3-76-2024  | 14 | 1   | ABANO CAMPUS (COED) | <ul style="list-style-type: none"> <li>1. Assists in planning, developing, and executing operating procedures for the campus/college.</li> <li>2. Participate in the planning and programming of agency activities and assist in formulating work schedules.</li> </ul>  |



|     | For Every Campus/Branch in a State College | Plantilla Item No.  | SG | No. | Intended Office     | Function   |
|-----|--|---------------------|----|-----|---------------------|--|
|     |  |                     |    |     |                     | <ol style="list-style-type: none"> <li>3. Collect, sort, and assemble departmental-wide information and use the information to prepare reports for such assignments as budget estimates, annual and other periodic reports including findings, conclusions, forecasts, and recommendations.</li> <li>4. Recommend to superior improved policies and procedures; ensure that new and revised policies and procedures are properly implemented.</li> <li>5. Prepare letters, reports, and other documents as appropriate in fulfilling job duties and responsibilities.</li> <li>6. Record proceedings of the meetings called by the Dean/Director and keep records of minutes of meetings.</li> <li>7. Perform routine classroom activities such as classroom utilization, checking of LMS accounts, etc.</li> <li>8. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol>  |
| 23. | Administrative Officer II                  | CNSCB-ADOF2-71-2024 | 11 | 1   | ABAÑO CAMPUS (COED) | <ol style="list-style-type: none"> <li>1. Coordinate with the Human Resource Development Office (HRDO) and the concerned offices/employees the implementation of activities and projects under the L&amp;D Program of the main and satellite campuses.</li> <li>2. File and submit matrix of communication letters in relation to L&amp;D interventions to HRDO quarterly.</li> <li>3. Keep abreast with the new developments and issuances from oversight agencies to ensure that the institution provides the most effective and efficient developmental intervention for its Human Resources and compliance with statutory and regulatory requirements.</li> <li>4. Ensure that all development programs for its Human Resources are responsive to IDPs which must be anchored on the strategic direction of the institution, thus contributing to the achievement of the mission, vision, and quality and environmental policy of the institution.</li> <li>5. Ensure that all L&amp;D concerns are coordinated in the campus/college.</li> <li>6. Consolidate and submit to HRDO copies of Individual Development Plan (IDP), and Quantified Evaluation Metrics (QEM) with the attendance report, L&amp;D Report, Local LD Plan, and other related L&amp;D documents.</li> <li>7. Submit L&amp;D interventions inventory every second week of the succeeding month.</li> <li>8. Submit a matrix of L&amp;D interventions from inviting agencies semi-annually.</li> <li>9. Assist the Dean/Campus Director/Head of Office in the monitoring and evaluation of IDP and L&amp;D Plan.</li> <li>10. Encode, consolidate, and file Teaching Efficiency Rating (TER)</li> <li>11. Release and maintain file copies of local travel orders.</li> <li>12. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol> |

|     | <b>For Every Campus/Branch in a State College</b>  | <b>Plantilla Item No.</b> | <b>SG</b> | <b>No.</b> | <b>Intended Office</b>        | <b>Function</b>   |
|-----|--|---------------------------|-----------|------------|-------------------------------|---|
| 24. | Administrative Officer I                           | CNSCB-ADOF1-63-2024       | 10        | 1          | ABANO CAMPUS (COED)           | <ol style="list-style-type: none"> <li>1. Prepare and consolidate college/campus Project Procurement Management Plan (PPMP).</li> <li>2. Prepare and submit a Purchase Request (PR) together with the attached PPMP.</li> <li>3. Receive items, materials, or equipment delivered to the campus/college and if in order, sign in the acceptance portion of the Inspection and Acceptance Report.</li> <li>4. Release requested supplies, materials, or equipment to the end-user through the issuance of Requisition and Issue Slip (RIS) for supplies and materials, Inventory Custodian Slip for semi-expendable equipment, and Property Acknowledgement Receipt (PAR) for equipment.</li> <li>5. Record deliveries and issuances in the stock card (for supplies and materials) and property card (for equipment) and submit to SPMO a report on supplies used and any change in the property accountabilities.</li> <li>6. Submit a copy of the Requisition and Inspection and Acceptance Report (IAR), Purchase Order (PO), Issuance Slip (RIS), and Inventory Custodian Slip (ICS)/Property Acknowledgement Receipt (PAR) to the Supply and Property Management Office (SPMO).</li> <li>7. Receive returned unserviceable materials/equipment.</li> <li>8. Prepare and submit the Waste Material Report to the Disposal Committee through the Supply and Property Management Unit (SPMU).</li> <li>9. Prepare and submit an Inventory Report of Unserviceable Materials and Equipment before the end of April and November 5 of each year.</li> <li>10. Prepare Annual Inventory Report for Property, Plant, and Equipment as of December 31 of the current year and submit on or before January 10 of the following year.</li> <li>11. Assign property numbers to all PPEs in the campus/college.</li> <li>12. Assign inventory tags during the actual inventory taking.</li> <li>13. Maintains records, logbooks, or files of all transactions as regards supply and property management activities of the campus/college.</li> <li>14. Performs other related duties and responsibilities as may be assigned by proper authorities.</li> </ol> |
| 25. | Administrative Assistant II (Disbursing Officer I) | CNSCB-ADAS2-42-2024       | 8         | 1          | ABANO CAMPUS (COED)           | <ol style="list-style-type: none"> <li>1. Acts as a petty cash custodian of the campus</li> <li>2. Ensure that the petty cash is reconciled at all times and the funds will be solely used for the operation of the campus</li> <li>3. Process the replenishment of the petty cash fund</li> <li>4. Facilitate the disbursements through LDDAP-ADA or MDS checks</li> <li>5. Pay bills and suppliers</li> <li>6. Prepare the required reports</li> <li>7. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol>  |
| 26. | Administrative Aide VI (Clerk III)                 | CNSCB-ADA6-9-2024         | 6         | 1          | ABANO CAMPUS (COED) Registrar | <ol style="list-style-type: none"> <li>1. Perform general administrative support/duties and office receptions</li> <li>2. Maintain confidentiality of records and information</li> <li>3. Manage and distributes incoming and outgoing internal and external communications</li> </ol>  |

|     | For Every Campus/Branch in a State College | Plantilla Item No. | SG | No. | Intended Office                             | Function  |
|-----|--|--------------------|----|-----|---|---|
|     |  |                    |    |     |   | <ol style="list-style-type: none"> <li>4. Maintain a comprehensive administrative filing system: physical and digital</li> <li>5. Prepare Transcript of Records</li> <li>6. Enroll/register students</li> <li>7. Process the issuance of Form 137, Diploma, Certificate of Graduation, and CAV (Certification, Authentication, and Verification) of elementary and high school students</li> <li>8. Safeguard and update students' academic records</li> <li>9. Perform other related tasks as may be assigned by the Dean</li> </ol>   |
| 27. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-10-2024 | 6  | 1   | ABANO CAMPUS (COED)<br>Accntg payroll       | <ol style="list-style-type: none"> <li>1. Print and evaluate DTRs of faculty and staff</li> <li>2. Review, sort, and compute late and undertime of regular and non-regular employees, student assistants, scholars, and alike</li> <li>3. Prepare and print payroll summary of salaries and wages/other compensations</li> <li>4. Prepare and print vouchers as supporting documents for tax and other remittances</li> <li>5. Answer inquiries and verification of faculty and staffs with regard to the computation of salaries and other compensation</li> <li>6. Prepare pay slips</li> <li>7. File payroll and other related documents</li> <li>8. Do related tasks as assigned by higher authorities</li> </ol>                                 |
| 28. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-11-2024 | 6  | 1   | ABANO CAMPUS (COED)<br>Office dean/director | <ol style="list-style-type: none"> <li>1. Perform general administrative support/duties and office receptions</li> <li>2. Maintain confidentiality of records and information</li> <li>3. Manage and distribute incoming and outgoing internal and external communications</li> <li>4. Encode and prepare for signature: requests, purchase requests, petty cash requests, claims, etc.</li> <li>5. Maintain a comprehensive administrative filing system: physical and digital</li> <li>6. Assist in the management of due dates of various tasks, etc.</li> <li>7. Organize travel arrangements, courses/conferences/registrations and like for the Director</li> <li>8. Do related tasks as may be assigned by the immediate supervisor</li> </ol> |
| 29. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-12-2024 | 6  | 1   | ABANO CAMPUS (COED)                         | <ol style="list-style-type: none"> <li>1. Receive incoming documents for the office/unit.</li> <li>2. Sort, classify, and distribute documents to the concerned staff/office.</li> <li>3. Scan and/or email copies of documents and office communications to concerned staff/office for their information and appropriate action.</li> <li>4. File, store, and retrieve copies of memorandum, guidelines, and other centralized documents of the office/unit to ensure that there are available sources that can serve as references for staff/ basis for actions, etc.</li> <li>5. Assist visitors/clients of the office/unit and refers their queries to concerned staff/office/unit.</li> </ol>  |

|     | <b>For Every Campus/Branch in a State College</b> | <b>Plantilla Item No.</b> | <b>SG</b> | <b>No.</b> | <b>Intended Office</b> | <b>Function</b>   |
|-----|---|---------------------------|-----------|------------|------------------------|---|
|     |   |                           |           |            |                        | <ol style="list-style-type: none"> <li>6. Attend to all administrative requirements of the office/unit for the conduct of activities/meetings of the division/office/unit, as needed.</li> <li>7. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol>  |
| 30. | Administrative Aide VI (Clerk III)                | CNSCB-ADA6-13-2024        | 6         | 1          | ABAÑO CAMPUS (COED)    | <ol style="list-style-type: none"> <li>1. Receive incoming documents for the office/unit.</li> <li>2. Sort, classify, and distribute documents to the concerned staff/office.</li> <li>3. Scan and/or email copies of documents and office communications to concerned staff/office for their information and appropriate action.</li> <li>4. File, store, and retrieve copies of the memorandum, guidelines, and other centralized documents of the office/unit to ensure that there are available sources that can serve as references for staff/ basis for actions, etc.</li> <li>5. Assist visitors/clients of the office/unit and refer their queries to concerned staff/office/unit.</li> <li>6. Attend to all administrative requirements of the office/unit for the conduct of activities/meetings of the division/office/unit, as needed.</li> <li>7. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol> |
| 31. | Administrative Assistant II (Property Custodian)  | CNSCB-ADAS2-41-2024       | 8         | 1          | ABAÑO CAMPUS (COED)    | <ol style="list-style-type: none"> <li>1. Oversee the daily operation of all laboratories on the campus to ensure their efficiency and functionality;</li> <li>2. Manage, maintain, and safeguard the organization's assets to ensure efficient utilization and accountability;</li> <li>3. Monitor the condition of all campus equipment and property to ensure proper functioning;</li> <li>4. Supervise the whole laboratory in charge, especially in facilitating the inventory of equipment and tools;</li> <li>5. Prepare and submit regular reports of inventory status, property conditions, and incidental loss or damage.</li> <li>6. Perform other related duties and responsibilities as may be assigned by the proper authorities.</li> </ol>  |
| 32. | Administrative Assistant II (Budgeting Assistant) | CNSCB-ADAS2-40-2024       | 8         | 1          | ABAÑO CAMPUS (COED)    | <ol style="list-style-type: none"> <li>1. Assist in preparing and developing budget plans, forecasts and reports;</li> <li>2. Analyze financial data to identify trends, risks, and opportunities for cost savings;</li> <li>3. Monitor and record expenses to ensure alignment with budget allocations;</li> <li>4. Track budget performance, identify variances and recommend corrective actions;</li> <li>5. Assist in developing financial forecasts and projections;</li> <li>6. Prepare and present budget reports to management;</li> <li>7. Maintain accurate budget records and files;</li> <li>8. Assist during budget audits;</li> </ol>   |

|     | For Every Campus/Branch in a State College | Plantilla Item No.  | SG | No. | Intended Office        | Function  |
|-----|--|---------------------|----|-----|------------------------|---|
|     |  |                     |    |     |                        | 9. Perform other related duties and responsibilities as may be assigned by the proper authorities.  |
| 33. | Administrative Assistant I (Buyer I)       | CNSCB-ADAS1-23-2018 | 7  | 1   | ABAÑO CAMPUS (COED)    | <ol style="list-style-type: none"> <li>1. Review and process purchase request</li> <li>2. Maintain an up-to-date database of reliable and qualified vendors and suppliers</li> <li>3. Identify and evaluate potential suppliers for goods and services based on quality, pricing, delivery reliability, and other criteria</li> <li>4. Distribute and retrieve requests for quotation to all qualified suppliers</li> <li>5. Serve Purchase/Job Orders to winning suppliers</li> <li>6. Monitor purchase orders to ensure timely and accurate delivery of goods or services</li> <li>7. Ensure all procurement activities comply with organizational policies and regulatory requirements.</li> <li>8. Perform other tasks related to procurement as assigned by the immediate supervisor</li> </ol>  |
| 34. | Accountant II                              | CNSCB-A2-1-2024     | 16 | 1   | ABAÑO CAMPUS (COED)    | <ol style="list-style-type: none"> <li>1. Keep accounting records of financial transactions.</li> <li>2. Classify accounts and prepare journal vouchers and journal sheets.</li> <li>3. Prepare trial balances, monthly statements of income and expenditures, and other required reports.</li> <li>4. Establish and maintain control of expenses and certify to availability of funds.</li> <li>5. Keep control of accounting ledgers, appropriations and expenditures for materials, supplies, and capital outlays.</li> <li>6. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> <li>7. Prepare Check Disbursement Journal (CKDJ) for both LBP and DBP under Regular Agency Fund and Income Generating Fund.</li> <li>8. Prepare Advice to the Debit Account Disbursement Journal (ADADJ) for DBP under the Regular Agency Fund and Income income-generating fund.</li> <li>9. Prepare monthly remittances of taxes, SSS, GSIS, HDMF, Philhealth, and other remittances.</li> <li>7. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol> |
| 35. | Administrative Officer V                   | CNSCB-ADOF5-87-2024 | 18 | 1   | MERCEDES CAMPUS (IFMS) | <ol style="list-style-type: none"> <li>1. Oversee day-to-day office activities, ensuring efficiency and productivity;</li> <li>2. Develop, implement, and enforce administrative policies and procedures;</li> <li>3. Assist in recruitment processes, including screening and interviewing;</li> <li>4. Handle employee complaints, grievances, and disciplinary actions;</li> <li>5. Assist in budget preparation, monitoring, and control;</li> <li>6. Oversee expenses and ensure compliance with budget allocations;</li> <li>7. Liaise with government agencies, partners, and stakeholders;</li> <li>8. Assist in maintaining the organization's public image;</li> </ol>  |

|     | For Every Campus/Branch in a State College | Plantilla Item No.  | SG | No. | Intended Office        | Function   |
|-----|--|---------------------|----|-----|------------------------|--|
|     |  |                     |    |     |                        | 9. Oversee procurement processes and ensure compliance with regulations;<br>10. Lead and guide administrative staff;<br>11. Conduct performance assessments and provide feedback;<br>12. Ensure adherence to organizational policies and regulatory requirements;<br>13. Perform other related duties and responsibilities as may be assigned by the higher authorities.   |
| 36. | Accountant II                              | CNSCB-A2-3-2024     | 16 | 1   | MERCEDES CAMPUS (IFMS) | 1. Keep accounting records of financial transactions.<br>2. Classify accounts and prepare journal vouchers and journal sheets.<br>3. Prepare trial balances, monthly statements of income and expenditures, and other required reports.<br>4. Establish and maintain control of expenses and certify to availability of funds.<br>5. Keep control of accounting ledgers, appropriations and expenditures for materials, supplies, and capital outlays.<br>6. Perform other related duties and responsibilities as may be assigned by proper authorities.<br>7. Prepare Check Disbursement Journal (CKDJ) for both LBP and DBP under the Regular Agency Fund and Income Generating Fund.<br>8. Prepare Advice to the Debit Account Disbursement Journal (ADADJ) for DBP under the Regular Agency Fund and income-generating fund.<br>9. Prepare monthly remittances of taxes, SSS, GSIS, HDMF, Philhealth and other remittances.<br>10. Perform other related duties and responsibilities as may be assigned by proper authorities. |
| 37. | Administrative Officer IV                  | CNSCB-ADOF4-81-2024 | 15 | 1   | MERCEDES CAMPUS (IFMS) | 1. Prepare and maintain registry of allotment, obligations and disbursement for Fund 101, Fund 164 and Fund 163.<br>2. Prepare detailed reports of monthly Statement of Allotment and Balances (SAOB) by object expenditures, Monthly Report of Obligations and Disbursement.<br>3. Prepare and consolidate the Annual Proposal for GAA and Budgetary Allocation for the use of income for submission.<br>4. File and maintain all records/documents related to budget activities.<br>5. Prepare Check Disbursement Journals of the campus/college fund.<br>6. Perform other related duties and responsibilities as may be assigned by proper authorities.   |
| 38. | Administrative Officer IV                  | CNSCB-ADOF4-82-2024 | 15 | 1   | MERCEDES CAMPUS (IFMS) | 1. Prepare documents related to the appointment process.<br>2. Review Personal Data Sheet, Position Description Forms, and other documents submitted by an appointee for promotion, reappointment, reclassification, and renewal.<br>3. Handle inquiries and incoming work requests from the employees of the campus/college.  |

|     | For Every Campus/Branch in a State College | Plantilla Item No.  | SG | No. | Intended Office        | Function  |
|-----|--|---------------------|----|-----|------------------------|---|
|     |  |                     |    |     |                        | <ol style="list-style-type: none"> <li>4. Compile and review documents as to the completeness of documents per the checklist of required documents for appointments to be submitted to HRDO Main Office.</li> <li>5. Prepare contracts of the contractual employees of the campus/college.</li> <li>6. Prepare pertinent supporting documents for the new/re-appointed personnel.</li> <li>7. Maintain and organize 201 files of the campus/college's personnel.</li> <li>8. Prepare the Updated Personnel Profile of the campus/college.</li> <li>9. Act as the Learning and Development Coordinator of the campus/college.</li> <li>10. Perform other related duties and responsibilities as may be assigned by proper authority</li> </ol>   |
| 39. | Administrative Officer III                 | CNSC-ADOF3-75-2024  | 14 | 1   | MERCEDES CAMPUS (IFMS) | <ol style="list-style-type: none"> <li>1. Supervise, account for, and is responsible for the receipt, custody and disbursement of funds and accountable forms;</li> <li>2. Receive and deposit all cash check collection;</li> <li>3. Pay or remit obligations to the payee;</li> <li>4. Sign, endorse, and approve the cashing and acceptances of commercial checks, treasury and warranty, and money orders;</li> <li>5. Disburse funds or cash advances for the payment of salaries and other expenses;</li> <li>6. Review and submit all correspondence and report of collections and disbursement; and</li> <li>7. Perform related tasks that may be assigned from time to time.</li> </ol>  |
| 40. | Administrative Officer I                   | CNSCB-ADOF1-62-2024 | 10 | 1   | MERCEDES CAMPUS (IFMS) | <ol style="list-style-type: none"> <li>1. Develop, file, and update records, including correspondence, reports, and documents;</li> <li>2. Ensure easy retrieval of records;</li> <li>3. Safeguard records against damage, loss, or unauthorized access;</li> <li>4. Protect sensitive information from unauthorized disclosure;</li> <li>5. Create guidelines and procedures for record-keeping, storage, and disposal;</li> <li>6. Oversee the design, implementation, and maintenance of records management systems, both physical and digital.</li> <li>7. Perform other tasks given by the higher authority.</li> </ol>  |
| 41. | Administrative Officer I                   | CNSCB-ADOF1-64-2024 | 10 | 1   | MERCEDES CAMPUS (IFMS) | <ol style="list-style-type: none"> <li>1. Prepare and consolidate college/campus Project Procurement Management Plan (PPMP).</li> <li>2. Prepare and submit a Purchase Request (PR) together with the attached PPMP.</li> <li>3. Receive items, materials, or equipment delivered to the campus/college and if in order, sign in the acceptance portion of the Inspection and Acceptance Report.</li> <li>4. Release requested supplies, materials, or equipment to the end-user through the issuance of Requisition and Issue Slip (RIS) for supplies and materials, Inventory Custodian Slip for semi-expendable equipment, and Property Acknowledgement Receipt (PAR) for equipment.</li> <li>5. Record deliveries and issuances in the stock card (for supplies and materials) and property card (for equipment) and submit to SPMO a report on supplies used and any change in the property accountabilities.</li> </ol> |

|     | <b>For Every Campus/Branch in a State College</b>    | <b>Plantilla Item No.</b>   | <b>SG</b> | <b>No.</b> | <b>Intended Office</b>    | <b>Function</b>  |
|-----|--|-----------------------------|-----------|------------|---------------------------|--|
|     |  |                             |           |            |                           | <ol style="list-style-type: none"> <li>6. Submit a copy of the Requisition and Inspection and Acceptance Report (IAR), Purchase Order (PO), Issuance Slip (RIS), and Inventory Custodian Slip (ICS)/Property Acknowledgement Receipt (PAR) to the Supply and Property Management Office (SPMO).</li> <li>7. Receive returned unserviceable materials/equipment.</li> <li>8. Prepare and submit the Waste Material Report to the Disposal Committee through the Supply and Property Management Unit (SPMU).</li> <li>9. Prepare and submit an Inventory Report of Unserviceable Materials and Equipment before the end of April and November 5 of each year.</li> <li>10. Prepare Annual Inventory Report for Property, Plant, and Equipment as of December 31 of the current year and submit on or before January 10 of the following year.</li> <li>11. Assign property numbers to all PPEs in the campus/college.</li> <li>12. Assign inventory tags during the actual inventory taking.</li> <li>13. Maintains records, logbooks, or files of all transactions as regards supply and property management activities of the campus/college.</li> <li>14. Performs other related duties and responsibilities as may be assigned by proper authorities.</li> </ol>   |
| 42. | Administrative Assistant III<br>(Senior Bookkeeper)  | CNSCB-<br>ADAS3-56-<br>2024 | 9         | 1          | MERCEDES<br>CAMPUS (IFMS) | <ol style="list-style-type: none"> <li>1. Analyze financial transactions and preparation of Journal Entry Vouchers;</li> <li>2. Assists in the preparation of Statements of Unliquidated Cash Advances;</li> <li>3. Prepare the statement of NCA/NTA received, utilization and balances, quarterly balance sheet, statement of income and expenses, government equity, and report of income;</li> <li>4. Assist in the processing of disbursement vouchers of financial claims for miscellaneous and other Operating Expenses (MOOE) and Capita Outlay (CO) as to validity, accuracy, and completeness of supporting documents;</li> <li>5. Prepare withholding tax certificates for various suppliers (BIR Form No. 2306 &amp; 2307);</li> <li>6. Review and process payrolls and other Personal Services (PS) as to validity, accuracy, and completeness of supporting documents;</li> <li>7. Maintain monthly indexing of salaries and deductions based on payroll and actual services rendered by employees;</li> <li>8. Review and process remittances of payroll deductions;</li> <li>9. Prepare Report of Withholding Tax of employees;</li> <li>10. Assist in the preparation of BIR Form No 2316 for employees;</li> <li>11. Prepare certificate of mandatory deductions as per request of employees; and</li> <li>12. Perform related tasks that may be assigned from time to time.</li> </ol> |
| 43. | Administrative Assistant II<br>(Budgeting Assistant) | CNSCB-<br>ADAS2-43-<br>2024 | 8         | 1          | MERCEDES<br>CAMPUS (IFMS) | <ol style="list-style-type: none"> <li>1. Assist in preparing and developing budget plans, forecasts and reports;</li> <li>2. Analyze financial data to identify trends, risks, and opportunities for cost savings;</li> <li>3. Monitor and record expenses to ensure alignment with budget allocations;</li> <li>4. Track budget performance, identifying variances and recommending corrective actions;</li> <li>5. Assist in developing financial forecasts and projections;</li> <li>6. Prepare and present budget reports to management;</li> <li>7. Maintain accurate budget records and files;</li> <li>8. Assist during budget audits;</li> <li>9. Perform other related duties and responsibilities as may be assigned by the proper authorities.</li> </ol>  |



|     | <b>For Every Campus/Branch in a State College</b>   | <b>Plantilla Item No.</b>   | <b>SG</b> | <b>No.</b> | <b>Intended Office</b>    | <b>Function</b>  |
|-----|---|-----------------------------|-----------|------------|---------------------------|--|
| 44. | Administrative Assistant II<br>(Property Custodian) | CNSCB-<br>ADAS2-44-<br>2024 | 8         | 1          | MERCEDES<br>CAMPUS (IFMS) | <ol style="list-style-type: none"> <li>1. Oversee the daily operation of all laboratories on the campus to ensure their efficiency and functionality;</li> <li>2. Manage, maintain, and safeguard the organization's assets to ensure efficient utilization and accountability;</li> <li>3. Monitor the condition of all campus equipment and property to ensure proper functioning;</li> <li>4. Supervise all laboratories in charge, especially in facilitating the inventory of equipment and tools;</li> <li>5. Prepare and submit regular reports of inventory status, property conditions, and incidental loss or damage.</li> <li>6. Perform other related duties and responsibilities as may be assigned by the proper authorities.</li> </ol>   |
| 45. | Administrative Aide VI (Clerk III)                  | CNSCB-ADA6-<br>14-2024      | 6         | 1          | MERCEDES<br>CAMPUS (IFMS) | <ol style="list-style-type: none"> <li>1. Create and execute marketing campaigns (digital, offline, social media).</li> <li>2. Develop content (copywriting, visual, video) for marketing materials;</li> <li>3. Manage production account and boost social media marketing;</li> <li>4. Provide support and assistance to clients or customers;</li> <li>5. Prepare and process invoices and sales reports of all production;</li> <li>6. Market and receive orders of production products;</li> <li>7. Prepare sales report for each production section;</li> <li>8. Coordinate production orders with project managers;</li> <li>9. Assist the fish processing manager with the day-to-day production;</li> <li>10. Conduct inventory for all value-added products for market disposal;</li> <li>14. Perform other related duties and responsibilities as may be assigned by the higher authorities</li> </ol>  |
| 46. | Administrative Aide VI (Clerk III)                  | CNSCB-ADA6-<br>15-2024      | 6         | 1          | MERCEDES<br>CAMPUS (IFMS) | <ol style="list-style-type: none"> <li>1. Act as Secretary of Campus Dean;</li> <li>2. Receive and review official communications from different offices and government agencies;</li> <li>3. Maintain a record of all incoming and outgoing communications;</li> <li>4. Answer online work-related messages;</li> <li>5. Prepare itinerary and related supporting documents of the Dean;</li> <li>6. Prepare presentations, communication letters, and endorsements;</li> <li>7. Summarize, organize, and file academic and instruction documents;</li> <li>8. Facilitate document processing of administrative and academic-related concerns;</li> <li>9. Efficiently and productively use work time in the interest of excellent service to stakeholders;</li> <li>10. Facilitate the testing and admission of the campus;</li> <li>11. Receive and arrange documents submitted by the student and forward to the Registrar's office;</li> <li>12. Facilitate questions asked by the students regarding admission and enrollment and</li> <li>13. Perform other related duties as may be required by the higher authorities.</li> </ol> |

|     | <b>For Every Campus/Branch in a State College</b> | <b>Plantilla Item No.</b> | <b>SG</b> | <b>No.</b> | <b>Intended Office</b> | <b>Function</b>  |
|-----|---|---------------------------|-----------|------------|------------------------|--|
| 47. | Administrative Aide VI (Clerk III)                | CNSCB-ADA6-16-2024        | 6         | 1          | MERCEDES CAMPUS (IFMS) | <ol style="list-style-type: none"> <li>1. Receive, sort, and distribute mail, emails, and other production communications.;</li> <li>2. Maintain accurate and up-to-date records, files, and databases of all data and reports of production;</li> <li>3. Organize, store, and retrieve physical and digital documents;</li> <li>4. Handle small cash transactions;</li> <li>5. Prepare documents for presentation;</li> <li>6. Ensure security of office equipment and availability of office supplies;</li> <li>7. Conduct monthly inventory of all production materials and items;</li> <li>8. Assist with the day-to-day aquaculture and hatchery production routine and other IGPs;</li> <li>9. Perform all tasks set by aquaculture and hatchery managers;</li> <li>10. Perform any related functions given by the higher authority.</li> </ol>  |
| 48. | Administrative Aide VI (Clerk III)                | CNSCB-ADA6-17-2024        | 6         | 1          | MERCEDES CAMPUS (IFMS) | <ol style="list-style-type: none"> <li>1. Act as Office Secretary/Clerk and perform all administrative routines and related general administrative support services;</li> <li>2. Prepare endorsements;</li> <li>3. Manage and distribute incoming and outgoing internal and external communications;</li> <li>4. Maintain a comprehensive administrative filing system, both physical and digital;</li> <li>5. Assist in the preparation of various reports and other arrangements for compliance;</li> <li>6. Maintain courteous communication with clientele and supervisors, faculty, and staff;</li> <li>7. disseminate communications for the researchers/ extensionist;</li> <li>8. Facilitate monthly reports, PR, and request of researcher/ extensionist;</li> <li>9. Assist the coordinators in filing and documentation; 1</li> <li>10. Coordinate groundworks for the RDE office;</li> <li>11. Perform other related duties as may be assigned by the Supervisor.</li> </ol> |
| 49. | Administrative Aide VI (Clerk III)                | CNSCB-ADA6-18-2024        | 6         | 1          | MERCEDES CAMPUS (IFMS) | <ol style="list-style-type: none"> <li>1. Act as Secretary of Campus Director;</li> <li>2. Receive and review official communications from different offices and government agencies;</li> <li>3. Maintain record of all incoming and outgoing communications;</li> <li>4. Answer online work-related messages;</li> <li>5. Prepare itinerary and related supporting documents of Dean and Director;</li> <li>6. Facilitate document processing of administrative related concerns;</li> <li>7. Efficiently and productively use work time in the interest of excellent service to stakeholders and</li> <li>8. Perform other related duties as may be required by proper authorities</li> </ol>   |
| 50. | Administrative Aide VI (Clerk III)                | CNSCB-ADA6-19-2024        | 6         | 1          | MERCEDES CAMPUS (IFMS) | <ol style="list-style-type: none"> <li>1. Create and execute marketing campaigns (digital, offline, social media).</li> <li>2. Develop content (copywriting, visual, video) for marketing materials;</li> </ol>  |

|     | For Every Campus/Branch in a State College | Plantilla Item No.  | SG | No. | Intended Office        | Function   |
|-----|--|---------------------|----|-----|------------------------|--|
|     |  |                     |    |     |                        | <ol style="list-style-type: none"> <li>3. Manage production account and boost social media marketing;</li> <li>4. Provide support and assistance to clients or customers;</li> <li>5. Prepare and process invoices and sales reports of all production;</li> <li>6. Market and receive orders of production products;</li> <li>7. Prepare sales report for each production section;</li> <li>8. Coordinate production orders with project managers;</li> <li>9. Assist the fish processing manager with the day-to-day production;</li> <li>10. Conduct inventory for all value-added products for market disposal;</li> <li>11. Perform other related duties and responsibilities as may be assigned by the higher authorities.</li> </ol>  |
| 51. | Administrative Officer II                  | CNSCB-ADOF2-32-2018 | 11 | 1   | MERCEDES CAMPUS (IFMS) | <ol style="list-style-type: none"> <li>1. Coordinate with the Human Resource Development Office (HRDO) and the concerned offices/employees the implementation of activities and projects under the L&amp;D Program of the main and satellite campuses.</li> <li>2. File and submit a matrix of communication letters in relation to L&amp;D interventions to HRDO quarterly.</li> <li>3. Keep abreast with the new developments and issuances from oversight agencies to ensure that the institution provides the most effective and efficient developmental intervention for its Human Resources and compliance with statutory and regulatory requirements.</li> <li>4. Ensure that all development programs for its Human Resources are responsive to IDPs which must be anchored on the strategic direction of the institution, thus contributing to the achievement of the mission, vision, and quality and environmental policy of the institution.</li> <li>5. Ensure that all L&amp;D concerns are coordinated in the campus/college.</li> <li>6. Consolidate and submit to HRDO copies of the Individual Development Plan (IDP), Quantified Evaluation Metrics (QEM) with the attendance report, L&amp;D Report, Local LD Plan, and other related L&amp;D documents.</li> <li>7. Submit L&amp;D interventions inventory every second week of the succeeding month.</li> <li>8. Submit a matrix of L&amp;D interventions from inviting agencies semi-annually.</li> <li>9. Assist the Dean/Campus Director/Head of Office in the monitoring and evaluation of IDP and L&amp;D Plan;</li> <li>10. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol> |
| 52. | Administrative Officer IV                  | CNSCB-ADOF4-83-2024 | 15 | 1   | LABO CAMPUS (CANR)     | <ol style="list-style-type: none"> <li>1. Manage the recruitment process, including job postings, candidate screening, interviews, and onboarding.</li> <li>2. Address employee concerns, resolve conflicts, and foster a positive work environment.</li> <li>3. Assist in the development and implementation of performance evaluation systems and provide feedback to employees.</li> <li>4. Identify training needs, organize training programs, and facilitate professional development opportunities.</li> <li>5. Administer employee compensation, benefits, and reward programs.</li> <li>6. Ensure compliance with HR policies, labor laws, and regulations.</li> <li>7. Maintain accurate and confidential employee records and HR documentation.</li> </ol>  |

|     | For Every Campus/Branch in a State College | Plantilla Item No.  | SG | No. | Intended Office    | Function   |
|-----|--|---------------------|----|-----|--------------------|--|
|     |  |                     |    |     |                    | <ul style="list-style-type: none"> <li>8. Prepare and analyze HR metrics and reports to support management decision-making.</li> <li>9. Oversee payroll processing and ensure timely and accurate payment of salaries.</li> <li>10. Perform other tasks as may be assigned by the immediate supervisor</li> </ul>  |
| 53. | Administrative Officer IV                  | CNSCB-ADOF4-84-2024 | 15 | 1   | LABO CAMPUS (CANR) | <ul style="list-style-type: none"> <li>1. Develop and prepare annual budgets, ensuring alignment with organizational goals and financial policies.</li> <li>2. Conduct detailed financial analyses to forecast revenues, expenditures, and budgetary needs.</li> <li>3. Monitor budget performance throughout the fiscal year, identify variances, and recommend adjustments as needed.</li> <li>4. Prepare comprehensive financial reports for management and stakeholders, highlighting key financial metrics and budget status.</li> <li>5. Ensure compliance with budgeting policies, guidelines, and regulations.</li> <li>6. Identify cost-saving opportunities and implement measures to enhance financial efficiency.</li> <li>7. Coordinate with various departments to gather budgetary information and provide support during the budgeting process.</li> <li>8. Assist with internal and external audits by providing necessary documentation and explanations related to budget and expenditures.</li> <li>9. Evaluate and improve budgeting processes and tools to enhance accuracy and efficiency.</li> <li>10. Perform other tasks as may be assigned by the immediate supervisor</li> </ul> |
| 54. | Administrative Officer III                 | CNSC-ADOF3-77-2024  | 14 | 1   | LABO CAMPUS (CANR) | <p>As Planning Officer:</p> <ul style="list-style-type: none"> <li>1. Responsible for developing and implementing strategic plans and policies to guide the growth and development of an organization. Their primary functions include:</li> <li>2. Create long-term and short-term strategic plans that align with the organization's goals and objectives.</li> <li>3. Collect and analyze data to inform planning decisions and identify trends, opportunities, and risks.</li> <li>4. Develop policies and procedures to support the implementation of strategic plans.</li> <li>5. Oversee and coordinate projects related to planning initiatives, ensuring they are completed on time and within budget.</li> <li>6. Engage with internal and external stakeholders to gather input and build consensus on planning initiatives.</li> <li>7. Prepare reports and presentations to communicate planning proposals and progress to management and other stakeholders.</li> <li>8. Assess and allocate resources effectively to support planning activities and projects.</li> <li>9. Ensure that planning activities comply with relevant laws, regulations, and standards.</li> </ul>                  |

|     | For Every Campus/Branch in a State College       | Plantilla Item No.  | SG | No. | Intended Office    | Function  |
|-----|--|---------------------|----|-----|--------------------|---|
|     |  |                     |    |     |                    | <p>10. Continuous monitor the implementation of plans and evaluating their effectiveness, making adjustments as needed.</p> <p>11. Provide expert advice and recommendations to senior management on planning and development matters.</p> <p>As Pollution Control Officer (PCO):</p> <ol style="list-style-type: none"> <li>1. Ensure compliance with environmental laws, regulations, and standards.</li> <li>2. Conduct regular monitoring of air, water, and soil quality to detect pollutants and ensure adherence to safety standards.</li> <li>3. Oversee the proper disposal, treatment, and recycling of waste materials.</li> <li>4. Respond to environmental incidents and emergencies, implementing corrective actions to mitigate pollution.</li> <li>5. Maintain accurate records of environmental data and prepare reports for regulatory agencies.</li> <li>6. Educate and train employees on environmental policies, practices, and compliance.</li> <li>7. Perform environmental audits and inspections to identify potential risks and ensure compliance.</li> <li>8. Develop and implement programs to reduce the environmental impact of the organization.</li> <li>9. Act as the point of contact with regulatory bodies, stakeholders, and the community regarding environmental issues.</li> <li>10. Identify opportunities for improving environmental performance and implementing best practices.</li> </ol> |
| 55. | Administrative Officer I                         | CNSCB-ADOF1-65-2024 | 10 | 1   | LABO CAMPUS (CANR) | <ol style="list-style-type: none"> <li>1. Manage and maintain the organization's records and documents.</li> <li>2. Organize and file records, ensure the accuracy and security of records, and retrieve documents as needed.</li> <li>3. Maintain an efficient records management system.</li> <li>4. Assist in developing records management policies, and conduct audits to ensure compliance.</li> <li>5. Support other staff in accessing and using the records system effectively.</li> <li>6. Act as Accreditation Chairperson/ ISO Focal Person</li> <li>7. Perform other tasks as may be assigned by the immediate supervisor</li> </ol>   |
| 56. | Administrative Assistant III (Senior Bookkeeper) | CNSCB-ADAS3-57-2024 | 9  | 1   | LABO CAMPUS (CANR) | <ol style="list-style-type: none"> <li>1. Maintain accurate financial records and overseeing the bookkeeping activities of an organization.</li> <li>2. Primary functions include record financial transactions, reconcile accounts, prepare financial statements, manage accounts payable and receivable, ensure compliance with accounting standards and regulations, and provide financial reports to management.</li> </ol>   |

|     | For Every Campus/Branch in a State College         | Plantilla Item No.  | SG | No. | Intended Office    | Function   |
|-----|--|---------------------|----|-----|--------------------|--|
|     |  |                     |    |     |                    | 3. Supervise junior bookkeeping staff, ensure the accuracy of financial data, and support the preparation of budgets and audits.   |
| 57. | Administrative Assistant II (Property Custodian)   | CNSCB-ADAS2-50-2024 | 8  | 1   | LABO CAMPUS (CANR) | <ol style="list-style-type: none"> <li>1. Manage and safeguard an organization's physical assets, such as equipment, furniture, and supplies.</li> <li>2. Maintain accurate inventory records, ensure the proper storage and handling of assets, conduct regular audits and inspections, coordinate asset transfers and disposals, and oversee the issuance and return of items.</li> <li>3. Ensure accountability, minimize loss or damage, and support the efficient use of resources within the organization.</li> <li>4. Perform other tasks as may be assigned by the immediate supervisor</li> </ol> <p><b>Other Designation: Instrumentation and Laboratory In-Charge</b></p>   |
| 58. | Administrative Assistant II (Budgeting Assistant)  | CNSCB-ADAS2-51-2024 | 8  | 1   | LABO CAMPUS (CANR) | <ol style="list-style-type: none"> <li>1. Preparation and management of an organization's budget.</li> <li>2. Collection and analysis of financial data, preparing budget reports, monitoring expenditures,</li> <li>3. Ensuring compliance with budgetary guidelines and helping to forecast financial needs.</li> <li>4. Collaborate with various departments to gather budgetary information.</li> <li>5. Provide administrative support to the budgeting team.</li> <li>6. Ensuring the efficient allocation and use of resources.</li> <li>7. Perform other tasks as may be assigned by the immediate supervisor</li> </ol> <p>Other function: Petty Cash Custodian</p>   |
| 59. | Administrative Assistant II (Disbursing Officer I) | CNSCB-ADAS2-53-2024 | 8  | 1   | LABO CAMPUS (CANR) | <ol style="list-style-type: none"> <li>1. Ensure timely and accurate disbursement of funds for various organizational expenses, including salaries, vendor payments, and other financial obligations.</li> <li>2. Verify that all disbursements comply with financial policies, procedures, and regulatory requirements.</li> <li>3. Maintain detailed records of all disbursement transactions, including receipts, invoices, and supporting documentation.</li> <li>4. Conduct regular reconciliation of disbursement records with bank statements and financial reports to ensure accuracy.</li> <li>5. Prepare and submit financial reports on disbursement activities to management and relevant stakeholders.</li> <li>6. Assist with internal and external audits by providing necessary documentation and explanations related to disbursements.</li> <li>7. Monitor budget allocations and expenditures to ensure that disbursements are within approved budget limits.</li> <li>8. Identify opportunities to improve disbursement processes and implement changes to enhance efficiency and effectiveness.</li> <li>9. Collaborate with other departments to ensure smooth and efficient disbursement operations.</li> <li>10. Perform other tasks as may be assigned by the immediate supervisor</li> </ol> |
| 60. | Administrative Assistant I (Buyer I)               | CNSCB-ADAS1-39-2024 | 7  | 1   | LABO CAMPUS (CANR) | <ol style="list-style-type: none"> <li>1. Review and process purchase request</li> <li>2. Maintain an up-to-date database of reliable and qualified vendors and suppliers</li> </ol>   |

|     | For Every Campus/Branch in a State College | Plantilla Item No. | SG | No. | Intended Office                        | Function   |
|-----|--|--------------------|----|-----|--|--|
|     |  |                    |    |     |  | <ol style="list-style-type: none"> <li>3. Identify and evaluate potential suppliers for goods and services based on quality, pricing, delivery reliability, and other criteria</li> <li>4. Distribute and retrieve requests for quotation to all qualified suppliers</li> <li>5. Serve Purchase/Job Orders to winning suppliers</li> <li>6. Monitor purchase orders to ensure timely and accurate delivery of goods or services</li> <li>7. Ensure all procurement activities comply with organizational policies and regulatory requirements.</li> <li>8. Perform other tasks related to procurement as assigned by the immediate supervisor</li> </ol>   |
| 61. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-21-2024 | 6  | 1   | LABO CAMPUS (CANR) Registrar           | <ol style="list-style-type: none"> <li>1. Manage student records, ensuring accuracy and confidentiality.</li> <li>2. Process enrollment and registration, maintain academic records, issue transcripts and certifications,</li> <li>3. Assist with academic advising and ensuring compliance with academic policies and regulations.</li> <li>4. Provide customer service by addressing inquiries from students, faculty, and other stakeholders regarding academic processes and policies.</li> <li>5. Perform other tasks as may be assigned by the immediate supervisor</li> </ol> <p>Other function: IT Staff</p>  |
| 62. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-22-2024 | 6  | 1   | LABO CAMPUS (CANR) Library Staff       | <ol style="list-style-type: none"> <li>1. Assist clients with locating and checking out materials, answering inquiries, and providing information about library services.</li> <li>2. Prepare catalog, organize, and maintain the library's collection of books, journals, digital media, and other resources.</li> <li>3. Provide research assistance and guidance to help patrons find and use relevant information and resources.</li> <li>4. Plan and conduct educational programs, workshops, and events for various age groups and interests.</li> <li>5. Manage library systems and technology, including digital catalogs and databases, to ensure accessibility and efficiency.</li> <li>6. Select and acquire new materials to add to the library's collection based on patrons' needs and interests.</li> <li>7. Promote library services and programs within the community to increase engagement and usage.</li> <li>8. Handle administrative duties such as maintaining records, processing fines, and managing budgets.</li> <li>9. Perform other tasks as may be assigned by the immediate supervisor</li> </ol> |
| 63. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-23-2024 | 6  | 1   | LABO CAMPUS (CANR) Marketing In-charge | <ol style="list-style-type: none"> <li>1. Create and implement marketing strategies to promote products or services of CNSC-Labo Campus.</li> <li>2. Plan, execute, and monitor marketing campaigns to ensure they meet objectives and reach target audiences.</li> <li>3. Conduct market research to identify trends, customer needs, and competitive landscape.</li> <li>4. Ensure consistent brand messaging and maintain a strong brand presence.</li> <li>5. Manage the marketing budget and allocate resources effectively to maximize ROI.</li> </ol>   |

|     | For Every Campus/Branch in a State College | Plantilla Item No. | SG | No. | Intended Office                                     | Function  |
|-----|--|--------------------|----|-----|---|---|
|     |  |                    |    |     |   | <ol style="list-style-type: none"> <li>6. Work with other departments, such as sales and product development, to align marketing efforts with overall business goals.</li> <li>7. Analyze the performance of marketing initiatives and make data-driven adjustments to improve effectiveness.</li> <li>8. Engage with customers through various channels to build relationships and enhance customer satisfaction.</li> <li>9. Perform other tasks related to procurement as assigned by the immediate supervisor</li> </ol>  |
| 64. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-24-2023 | 6  | 1   | LABO CAMPUS (CANR) Production Division Office Staff | <ol style="list-style-type: none"> <li>1. Develop and maintain production schedules to ensure timely manufacturing and delivery of products.</li> <li>2. Monitor inventory levels, ensure the availability of raw materials and finished products, and organize stock effectively.</li> <li>3. Prepare and submit accurate sales reports to track performance and provide insights for decision-making.</li> <li>4. Ensure that products meet required quality standards through regular inspections and testing.</li> <li>5. Analyze production costs and implement measures to improve efficiency and reduce expenses.</li> <li>6. Ensure all production activities comply with relevant regulations and safety standards.</li> <li>7. Keep track of biological assets, such as livestock or crops, to ensure their health and productivity.</li> <li>8. Maintain accurate records of production data and prepare necessary reports for management.</li> <li>9. Act as Petty Cash Custodian for Production</li> <li>10. Perform other tasks related to procurement as assigned by the immediate supervisor</li> </ol> |
| 65. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-24-2024 | 6  | 1   | LABO CAMPUS (CANR) Dean's Office Staff              | <ol style="list-style-type: none"> <li>1. Provide comprehensive administrative assistance to the Dean, including managing schedules, handling correspondence, and organizing files.</li> <li>2. Act as the primary point of contact for the Dean's office, facilitating communication between the Dean, faculty, staff, students, and external stakeholders.</li> <li>3. Schedule and organize meetings, prepare agendas, take minutes, and ensure follow-up on action items.</li> <li>4. Assist in planning and coordinating events, workshops, and other activities hosted by the Dean's office.</li> <li>5. Prepare, edit, and distribute official documents, reports, and presentations.</li> <li>6. Maintain and update records, databases, and filing systems to ensure easy access to information.</li> <li>7. Provide support and information to students and faculty regarding policies, procedures, and office services.</li> </ol>   |



|     | For Every Campus/Branch in a State College | Plantilla Item No. | SG | No. | Intended Office                                      | Function   |
|-----|--|--------------------|----|-----|--|--|
|     |  |                    |    |     |  | <ul style="list-style-type: none"> <li>8. Support special projects and initiatives led by the Dean, ensuring timely and efficient execution.</li> <li>9. Ensure the office is well-organized, supplies are stocked, and equipment is maintained.</li> <li>10. Act as GAD Coordinator</li> <li>11. Perform other tasks related to procurement as assigned by the immediate supervisor</li> </ul>  |
| 66. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-25-2024 | 6  | 1   | LABO CAMPUS (CANR)<br>Campus Director's Office Staff | <ul style="list-style-type: none"> <li>1. Provide administrative assistance to the Campus Director, including managing schedules, correspondence, and office operations.</li> <li>2. Facilitate communication and coordination between the Campus Director and various departments, faculty, and staff.</li> <li>3. Assist in planning and organizing campus events, meetings, and activities.</li> <li>4. Prepare, process, and maintain official documents, reports, and records for the Campus Director's office.</li> <li>5. Address inquiries and provide assistance to students and staff regarding campus policies and procedures.</li> <li>6. Support the management and monitoring of the campus budget, ensuring efficient allocation of resources.</li> <li>7. Assist in the implementation and enforcement of campus policies and procedures.</li> <li>8. Provide support for special projects and initiatives led by the Campus Director.</li> <li>9. Collect and analyze data to provide insights and support decision-making processes.</li> <li>10. Represent the Campus Director's office in interactions with internal and external stakeholders, promoting a positive image of the campus.</li> <li>11. Perform other tasks related to procurement as assigned by the immediate supervisor</li> </ul> |
| 67. | Accountant II                              | CNSCB-A2-4-2024    | 16 | 1   | JOSE PANGANIBAN CAMPUS (COTT)                        | <ul style="list-style-type: none"> <li>1. Keep accounting records of financial transactions.</li> <li>2. Classify accounts and prepare journal vouchers and journal sheets.</li> <li>3. Prepare trial balances, monthly statements of income and expenditures, and other required reports.</li> <li>4. Establish and maintain control of expenses and certify as to the availability of funds.</li> <li>5. Keep control of accounting ledgers, appropriations, and expenditures for materials, supplies, and capital outlays.</li> <li>6. Prepare Check Disbursement Journal (CKDJ) for both LBP and DBP under Regular Agency Fund and Income Generating Fund.</li> <li>7. Prepare Advice to the Debit Account Disbursement Journal (ADADJ) for DBP under the Regular Agency Fund and Income Generating Fund.</li> </ul>   |

|     | For Every Campus/Branch in a State College | Plantilla Item No.  | SG | No. | Intended Office               | Function  |
|-----|--|---------------------|----|-----|-------------------------------|---|
|     |  |                     |    |     |                               | <ol style="list-style-type: none"> <li>8. Prepare monthly remittances of taxes, SSS, GSIS, HDMF, Philhealth, and other remittances.</li> <li>9. Perform other related duties and responsibilities as may be assigned by proper authorities</li> </ol>   |
| 68. | Administrative Officer III                 | CNSC-ADOF3-78-2024  | 14 | 1   | JOSE PANGANIBAN CAMPUS (COTT) | <ol style="list-style-type: none"> <li>1. Supervise, account for, and is responsible for the receipt, custody, and disbursement of funds and accountable forms.</li> <li>2. Receive and deposit all cash check collection.</li> <li>3. Pay or remit obligations to the payee.</li> <li>4. Sign, endorse, and approve the cashing and acceptances of commercial checks, treasury and warranty and money orders;</li> <li>5. Disburse funds or cash advances for the payment of salaries and other expenses.</li> <li>6. Review and submit all correspondence and reports of collections and disbursement.</li> <li>7. Prepare checks and LDDAP/ADA for the Income Fund.</li> <li>8. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol>   |
| 69. | Administrative Officer I                   | CNSCB-ADOF1-67-2024 | 10 | 1   | JOSE PANGANIBAN CAMPUS        | <ol style="list-style-type: none"> <li>1. Prepare and consolidate college/campus Project Procurement Management Plan (PPMP).</li> <li>2. Prepare and submit Purchase Requests (PR) together with the attached PPMP.</li> <li>3. Receive items, materials, or equipment delivered to the campus/college and if in order, sign in the acceptance portion of the Inspection and Acceptance Report.</li> <li>4. Release requested supplies, materials, or equipment to the end-user through the issuance of Requisition and Issue Slip (RIS) for supplies and materials, Inventory Custodian Slip for semi- expendable equipment, and Property Acknowledgement Receipt (PAR) for equipment.</li> <li>5. Record deliveries and issuances in the stock card (for supplies and materials) and property card (for equipment) and submit to SPMO the report on supplies used and any change in the property accountabilities.</li> <li>6. Submit a copy of the Requisition and Inspection and Acceptance Report (IAR), Purchase Order (PO), Issuance Slip (RIS), and Inventory Custodian Slip (ICS)/Property Acknowledgement Receipt (PAR) to the Supply and Property Management Office (SPMO).</li> <li>7. Receive returned unserviceable materials/equipment.</li> <li>8. Prepare and submit the Waste Material Report to the Disposal Committee through the Supply and Property Management Unit (SPMU).</li> <li>9. Prepare and submit an Inventory Report of Unserviceable Materials and Equipment before the end of April and November 5 of each year.</li> <li>10. Prepare the Annual Inventory Report for Property, Plant, and Equipment as of December 31 of the current year and submit it on or before January 10 of the following year.</li> <li>11. Assign property numbers to all PPEs in the campus/college.</li> <li>12. Assign inventory tags during the actual inventory taking.</li> </ol> |

|     | For Every Campus/Branch in a State College | Plantilla Item No.  | SG | No. | Intended Office               | Function   |
|-----|--|---------------------|----|-----|-------------------------------|--|
|     |  |                     |    |     |                               | <ul style="list-style-type: none"> <li>13. Maintain records, logbooks, or files of all transactions as regards supply and property management activities of the campus/college.</li> <li>14. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ul>  |
| 70. | Administrative Officer I                   | CNSCB-ADOF1-68-2024 | 10 | 1   | JOSE PANGANIBAN CAMPUS (COTT) | <ul style="list-style-type: none"> <li>1. Supervise the monitoring of the Documentary requirements in every Audit/Ched Visit, and other accrediting agency.</li> <li>2. Monitor the inventory of documents for disposal in every office.</li> <li>3. Ensure all records management practices comply with institutional policies and legal regulations, such as data privacy and educational standards.</li> <li>4. Manage and distribute incoming and outgoing internal and external communications.</li> <li>5. Maintain a comprehensive administrative filing system, both physical and digital.</li> <li>6. Assist in the preparation of various reports and other arrangements for compliance.</li> <li>7. Assist in the arrangement of logistics in all meetings and other activities, off-site and on-site.</li> <li>8. Maintain courteous communication with clientele and supervisors, faculty and staff.</li> <li>9. Assist Supervisor in the monitoring of office commitment and in reminding the quality objectives falling due.</li> <li>10. Serve as the liaison between the CNSC Main Records Office and COTT, ensuring smooth communication regarding academic records.</li> <li>11. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ul> |
| 71. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-26-2024  | 6  | 1   | JOSE PANGANIBAN CAMPUS (COTT) | <ul style="list-style-type: none"> <li>1. Oversee the daily operations of the BSIT (Bachelor of Science in Industrial Technology) laboratory to ensure its efficiency and functionality.</li> <li>2. Maintain and update an inventory of all laboratory equipment, tools, and supplies, including computers of BSIT Department.</li> <li>3. Perform routine checks and troubleshooting for hardware and software to ensure they are functioning correctly and coordinate repairs and maintenance for damaged or malfunctioning equipment.</li> <li>4. Implement and enforce safety protocols within the laboratory, conduct regular risk assessments to identify and mitigate potential hazards, and manage access control to ensure only authorized individuals use the facilities.</li> <li>5. Monitor inventory levels and prepare purchase requests for laboratory supplies and equipment and evaluate and recommend new technologies and tools for acquisition, keeping the lab up to date with industry standards.</li> <li>6. Maintain records of laboratory usage, incidents, and repairs and prepare and submit regular reports on laboratory activities, inventory status, and budget requirements.</li> </ul>   |

|     | For Every Campus/Branch in a State College | Plantilla Item No. | SG | No. | Intended Office               | Function   |
|-----|--|--------------------|----|-----|-------------------------------|--|
|     |  |                    |    |     |                               | <p>7. Perform other related duties and responsibilities as may be assigned by proper authorities.</p> <p>BlndTech Laboratory in-Charge<br/>           Additional eligibility: NCII related to BlndTech specialization)</p>   |
| 72. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-27-2024 | 6  | 1   | JOSE PANGANIBAN CAMPUS (COTT) | <p>1. Act as Secretary/clerk- Dean's Office</p> <p>2. Receive incoming documents for the office/unit.</p> <p>3. Sort, classify and distribute documents to the concerned staff/office.</p> <p>4. Scan and/or email copies of documents and office communications to concerned staff/office for their information and appropriate action.</p> <p>5. File, store, and retrieve copies of the memorandum, guidelines, and other centralized documents of the office/unit to ensure that there are available sources that can serve as references for staff/ basis for actions, etc.</p> <p>6. Assist visitors/clients of the office/unit and refer their queries to the concerned staff/office/unit.</p> <p>7. Attend to all administrative requirements of the office/unit for the conduct of activities/meetings of the division/office/unit, as needed.</p> <p>8. Schedule meetings and activities, prepare the minutes, and assist in the overall operation of the office.</p> <p>9. Perform other related duties and responsibilities as may be assigned by the supervisor.</p>  |
| 73. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-28-2024 | 6  | 1   | JOSE PANGANIBAN CAMPUS (COTT) | <p>BTVTED Laboratory in- Charge</p> <p>( additional eligibility: NC II related to BTVTEd specializations)</p> <p>1. Oversee the daily operations of the BTVTED (Bachelor of Technical-Vocational Teacher Education) laboratory to ensure its efficiency, functionality, and alignment with program objectives.</p> <p>2. Maintain and regularly update an inventory of all laboratory equipment, tools, and supplies relevant to the BTVTED Department.</p> <p>3. Perform routinary inspections, maintenance, and troubleshooting for laboratory tools, machines, hardware, and software and coordinate timely repairs and maintenance for damaged or malfunctioning equipment to minimize disruptions.</p> <p>4. Implement and enforce safety protocols within the laboratory, conduct regular risk assessments to identify and mitigate potential hazards and manage access control to ensure only authorized individuals use the facilities.</p> <p>5. Monitor inventory levels and prepare purchase requests for laboratory supplies and equipment and evaluate and recommend new technologies and tools for acquisition, keeping the lab up to date with industry standards.</p> <p>6. Maintain records of laboratory usage, incidents, and repairs and prepare and submit regular reports on laboratory activities, inventory status, and budget requirements.</p> |

|     | For Every Campus/Branch in a State College         | Plantilla Item No.  | SG | No. | Intended Office                                  | Function   |
|-----|--|---------------------|----|-----|--|--|
|     |  |                     |    |     |  | 7. Perform other related duties and responsibilities as may be assigned by the immediate supervisor  |
| 74. | Administrative Aide VI (Clerk III)                 | CNSCB-ADA6-29-2024  | 6  | 1   | JOSE PANGANIBAN CAMPUS (COTT) Registrar's Office | <ol style="list-style-type: none"> <li>1. Receive incoming documents for the office/unit.</li> <li>2. Sort, classify, and distribute documents to the concerned staff/office.</li> <li>3. Scans and/or email copies of documents and office communications to concerned staff/office for their information and appropriate action.</li> <li>4. File, store, and retrieve copies of memorandum, guidelines, and other centralized documents of the office/unit to ensure that there are available sources that can serve as references for staff/ basis for actions, etc.</li> <li>5. Assist visitors/clients of the office/unit and refer their queries to concerned staff/office/unit.</li> <li>6. Attend to all administrative requirements of the office/unit for the conduct of activities/meetings of the division/office/unit, as needed.</li> <li>7. Assist the Registrar in preparing reports and other monitoring tools.</li> <li>8. Perform other related duties and responsibilities as may be assigned by the immediate supervisor.</li> </ol> |
| 75. | Administrative Assistant II (Disbursing Officer I) | CNSCB-ADAS2-45-2024 | 8  | 1   | JOSE PANGANIBAN CAMPUS (COTT)                    | <ol style="list-style-type: none"> <li>1. Acts as a petty cash custodian of the campus</li> <li>2. Ensure that the petty cash is reconciled at all times and the funds will be solely used for the operation of the campus</li> <li>3. Process the replenishment of the petty cash fund</li> <li>4. Facilitate the disbursements through LDDAP-ADA or MDS checks</li> <li>5. Pay bills and suppliers</li> <li>6. Prepare the required reports</li> <li>7. Perform other related duties and responsibilities as may be assigned by the immediate supervisor.</li> </ol>   |
| 76. | Administrative Assistant II (Budgeting Assistant)  | CNSCB-ADAS2-46-2024 | 8  | 1   | JOSE PANGANIBAN CAMPUS (COTT)                    | <ol style="list-style-type: none"> <li>1. Assist in preparing and developing budget plans, forecasts and reports;</li> <li>2. Analyze financial data to identify trends, risks, and opportunities for cost savings;</li> <li>3. Monitor and record expenses to ensure alignment with budget allocations;</li> <li>4. Track budget performance, identifying variances and recommending corrective actions;</li> <li>5. Assist in developing financial forecasts and projections;</li> <li>6. Prepare and present budget reports to management;</li> <li>7. Maintain accurate budget records and files;</li> <li>8. Assist during budget audits;</li> <li>9. Perform other related duties and responsibilities as may be assigned by the immediate supervisor .</li> </ol>   |
| 77. | Administrative Aide VI (Clerk III)                 | CNSCB-ADA6-38-2024  | 6  | 1   | JOSE PANGANIBAN CAMPUS (COTT) Accounting Office  | <ol style="list-style-type: none"> <li>1. Receive incoming documents for the office/unit.</li> <li>2. Sort, classify, and distribute documents to the concerned staff/office.</li> <li>3. Scan and/or email copies of documents and office communications to concerned staff/office for their information and appropriate action.</li> </ol>   |

|     | For Every Campus/Branch in a State College       | Plantilla Item No.  | SG | No. | Intended Office               | Function  |
|-----|--|---------------------|----|-----|-------------------------------|---|
|     |  |                     |    |     |                               | <ol style="list-style-type: none"> <li>4. File, store, and retrieve copies of the memorandum, guidelines, and other centralized documents of the office/unit to ensure that there are available sources that can serve as references for staff/ basis for actions, etc.</li> <li>5. Assist visitors/clients of the office/unit and refer their queries to concerned staff/office/unit.</li> <li>6. Attend to all administrative requirements of the office/unit for the conduct of activities/meetings of the division/office/unit, as needed.</li> <li>7. Assist the Accountant/Head of Office in preparing reports and other monitoring tools.</li> <li>8. Perform other related duties and responsibilities as may be assigned by the immediate supervisor</li> </ol>  |
| 78. | Administrative Assistant II (Property Custodian) | CNSCB-ADAS2-47-2024 | 8  | 1   | JOSE PANGANIBAN CAMPUS (COTT) | <ol style="list-style-type: none"> <li>1. Oversee the daily operations of the BTVTED (Bachelor of Technical-Vocational Teacher Education) and BINDTECH (Bachelor In Industrial Technology) laboratory to ensure its efficiency, functionality, and alignment with program objectives.</li> <li>2. Manage, maintain, and safeguard the organization's assets to ensure efficient utilization and accountability.</li> <li>3. Monitor the condition of equipment and property to ensure proper functioning.</li> <li>4. Supervise the Laboratory in charge, especially in facilitating the Inventory of equipment and tools.</li> <li>5. Prepare and submit regular reports on inventory status, property conditions, and incidents of loss or damage.</li> <li>6. Perform other related duties and responsibilities as may be assigned by the immediate Supervisor</li> </ol>  |
| 79. | Administrative Officer IV                        | CNSCB-ADOF4-79-2024 | 15 | 1   | JOSE PANGANIBAN CAMPUS (COTT) | <ol style="list-style-type: none"> <li>1. Prepare documents related to the appointment process.</li> <li>2. Review Personal Data Sheet, Position Description Forms, and other documents submitted by an appointee for promotion, reappointment, reclassification, and renewal.</li> <li>3. Handle inquiries and incoming work requests from the employees of the campus/college.</li> <li>4. Compile and review documents as to the completeness of documents per the checklist of required documents for appointments to be submitted to the HRDO Main Office.</li> <li>5. Prepare contracts of the contractual employees of the campus/college.</li> <li>6. Prepare pertinent supporting documents for the new/re-appointed personnel.</li> <li>7. Maintain and organize 201 files of the campus/college's personnel.</li> <li>8. Preparation of the Updated Personnel Profile of the campus/college.</li> <li>9. Act as the Learning and Development Coordinator of the campus/college.</li> <li>10. Perform other related duties and responsibilities as may be assigned by the immediate supervisor</li> </ol> |
| 80. | Administrative Officer V                         | CNSCB-ADOF5-86-2024 | 18 | 1   | JOSE PANGANIBAN CAMPUS (COTT) | <ol style="list-style-type: none"> <li>1. Oversee day-to-day office activities, ensuring efficiency and productivity;</li> <li>2. Develop, implement, and enforce administrative policies and procedures;</li> <li>3. Assist in recruitment processes, including screening and interviewing;</li> </ol>   |

|     | For Every Campus/Branch in a State College | Plantilla Item No.  | SG | No. | Intended Office | Function   |
|-----|--|---------------------|----|-----|-----------------|--|
|     |  |                     |    |     |                 | <ol style="list-style-type: none"> <li>4. Handle employee complaints, grievances, and disciplinary actions;</li> <li>5. Assist in budget preparation, monitoring, and control;</li> <li>6. Oversee expenses, ensuring compliance with budget allocations;</li> <li>7. Liaise with government agencies, partners and stakeholders;</li> <li>8. Assist in maintaining the organization's public image;</li> <li>9. Oversee procurement processes, ensuring compliance with regulations;</li> <li>10. Lead and guide administrative staff;</li> <li>11. Conduct performance assessments and provide feedback;</li> <li>12. Ensure adherence to organizational policies and regulatory requirements;</li> <li>13. Perform other related duties and responsibilities as may be assigned by the higher authorities.</li> </ol>   |
| 81. | Administrative Officer IV                  | CNSCB-ADOF4-85-2024 | 15 | 1   | ENTIENZA CAMPUS | <ol style="list-style-type: none"> <li>1. Coordinate the preparation and consolidation of the campus's annual budget proposal.</li> <li>2. Monitor the implementation of the approved budget, ensuring that expenditures remain within allocated limits.</li> <li>3. Prepare periodic budget reports, including expenditure tracking, variance analysis, and recommendations for budget adjustments.</li> <li>4. Process budget requests, re-allocations, and modifications based on institutional guidelines.</li> <li>5. Ensure compliance with government regulations and institutional policies regarding budget management.</li> <li>6. Maintain accurate records of budget-related transactions and documents for audit and reporting purposes.</li> <li>7. Provide technical assistance and guidance to departments regarding budget preparation and management.</li> <li>8. Serve as a liaison between the campus and central finance offices for budget-related matters.</li> <li>9. Perform other related duties as assigned by the supervisor.</li> </ol> |
| 82. | Administrative Officer I                   | CNSCB-ADOF1-66-2024 | 10 | 1   | ENTIENZA CAMPUS | <ol style="list-style-type: none"> <li>1. Supervise the monitoring of the Documentary requirements in every Audit/Ched Visit, and other accrediting agency.</li> <li>2. Monitor the inventory of documents for disposal in every office.</li> <li>3. Ensure all records management practices comply with institutional policies and legal regulations, such as data privacy and educational standards.</li> <li>4. Manage and distribute incoming and outgoing internal and external communications.</li> <li>5. Maintain a comprehensive administrative filing system, both physical and digital.</li> <li>6. Assist in the preparation of various reports and other arrangements for compliance.</li> <li>7. Assist in the arrangement of logistics in all meetings and other activities, off-site and on-site.</li> <li>8. Maintain courteous communication with clientele and supervisors, faculty, and staff.</li> <li>9. Assist the Supervisor in the monitoring of office commitment and in reminding the quality objectives falling due.</li> </ol>          |

|     | For Every Campus/Branch in a State College       | Plantilla Item No.  | SG | No. | Intended Office | Function  |
|-----|--|---------------------|----|-----|-----------------|---|
|     |  |                     |    |     |                 | 10. Serve as the liaison between the CNSC Main Records Office and Entienza ensuring smooth communication regarding academic records.<br>11. Perform other related duties and responsibilities as may be assigned by proper authorities.   |
| 83. | Administrative Assistant III (Senior Bookkeeper) | CNSCB-ADAS3-58-2024 | 9  | 1   | ENTIENZA CAMPUS | 1. Maintain accurate and up-to-date financial records, including journals, ledgers, and subsidiary accounts.<br>2. Prepare financial statements and reports in compliance with government regulations and institutional policies.<br>3. Monitor and reconcile bank accounts, cash balances, and other financial transactions.<br>4. Assist in the preparation of annual budget proposals, financial forecasts, and expenditure reports.<br>5. Ensure proper documentation and filing of financial records for auditing and review purposes.<br>6. Process disbursements, including payroll, accounts payable, and other expenses.<br>7. Assist in coordinating with auditors and providing necessary documentation during audits.<br>8. Provide guidance and technical assistance to junior accounting staff.<br>9. Perform other related duties as assigned by the supervisor. |
| 84. | Administrative Aide VI (Clerk III)               | CNSCB-ADA6-20-2024  | 6  | 1   | ENTIENZA CAMPUS | 1. Perform clerical and administrative tasks to support office operations, including data entry, filing, and record maintenance.<br>2. Prepare and process office communications, memos, and reports.<br>3. Receive and route incoming correspondence, documents, and communications to appropriate staff.<br>4. Provide front-desk support, including answering phone calls, emails, and inquiries from students, staff, and external stakeholders.<br>5. Assist in the scheduling and coordination of meetings, appointments, and events.<br>6. Maintain and update office supplies and inventory.<br>7. Operate office equipment such as photocopiers, printers, and scanners.<br>8. Assist in maintaining office files and databases, ensuring they are accurate and up to date.<br>9. Perform other related duties as assigned by the supervisor.                          |
| 85. | Administrative Aide VI (Clerk III)               | CNSCB-ADA6-5-2024   | 6  | 1   | ENTIENZA CAMPUS | 1. Perform clerical and administrative tasks to support office operations, including data entry, filing, and record maintenance.<br>2. Prepare and process office communications, memos, and reports.<br>3. Receive and route incoming correspondence, documents, and communications to appropriate staff.<br>4. Provide front-desk support, including answering phone calls, emails, and inquiries from students, staff, and external stakeholders.<br>5. Assist in the scheduling and coordination of meetings, appointments, and events.<br>6. Maintain and update office supplies and inventory.  |



|     | For Every Campus/Branch in a State College | Plantilla Item No. | SG | No. | Intended Office | Function   |
|-----|--|--------------------|----|-----|-----------------|--|
|     |  |                    |    |     |                 | <ol style="list-style-type: none"> <li>7. Operate office equipment such as photocopiers, printers, and scanners.</li> <li>8. Assist in maintaining office files and databases, ensuring they are accurate and up to date.</li> <li>9. Perform other related duties as assigned by the supervisor.</li> </ol>   |
| 86. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-6-2024  | 6  | 1   | ENTIENZA CAMPUS | <ol style="list-style-type: none"> <li>1. Perform clerical and administrative tasks to support office operations, including data entry, filing, and record maintenance.</li> <li>2. Prepare and process office communications, memos, and reports.</li> <li>3. Receive and route incoming correspondence, documents, and communications to appropriate staff.</li> <li>4. Provide front-desk support, including answering phone calls, emails, and inquiries from students, staff, and external stakeholders.</li> <li>5. Assist in the scheduling and coordination of meetings, appointments, and events.</li> <li>6. Maintain and update office supplies and inventory.</li> <li>7. Operate office equipment such as photocopiers, printers, and scanners.</li> <li>8. Assist in maintaining office files and databases, ensuring they are accurate and up to date.</li> <li>9. Perform other related duties as assigned by the supervisor.</li> </ol> |
| 87. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-7-2024  | 6  | 11  | ENTIENZA CAMPUS | <ol style="list-style-type: none"> <li>1. Perform clerical and administrative tasks to support office operations, including data entry, filing, and record maintenance.</li> <li>2. Prepare and process office communications, memos, and reports.</li> <li>3. Receive and route incoming correspondence, documents, and communications to appropriate staff.</li> <li>4. Provide front-desk support, including answering phone calls, emails, and inquiries from students, staff, and external stakeholders.</li> <li>5. Assist in the scheduling and coordination of meetings, appointments, and events.</li> <li>6. Maintain and update office supplies and inventory.</li> <li>7. Operate office equipment such as photocopiers, printers, and scanners.</li> <li>8. Assist in maintaining office files and databases, ensuring they are accurate and up to date.</li> <li>9. Perform other related duties as assigned by the supervisor.</li> </ol> |
| 88. | Administrative Aide VI (Clerk III)         | CNSCB-ADA6-8-2024  | 6  | 1   | ENTIENZA CAMPUS | <ol style="list-style-type: none"> <li>1. Perform clerical and administrative tasks to support office operations, including data entry, filing, and record maintenance.</li> <li>2. Prepare and process office communications, memos, and reports.</li> <li>3. Receive and route incoming correspondence, documents, and communications to appropriate staff.</li> <li>4. Provide front-desk support, including answering phone calls, emails, and inquiries from students, staff, and external stakeholders.</li> <li>5. Assist in the scheduling and coordination of meetings, appointments, and events.</li> <li>6. Maintain and update office supplies and inventory.</li> </ol>   |

|     | For Every Campus/Branch in a State College         | Plantilla Item No.  | SG | No. | Intended Office | Function   |
|-----|--|---------------------|----|-----|-----------------|--|
|     |  |                     |    |     |                 | <ol style="list-style-type: none"> <li>7. Operate office equipment such as photocopiers, printers, and scanners.</li> <li>8. Assist in maintaining office files and databases, ensuring they are accurate and up to date.</li> <li>9. Perform other related duties as assigned by the supervisor.</li> </ol>   |
| 89. | Administrative Assistant II (Disbursing Officer I) | CNSCB-ADAS2-48-2024 | 8  | 1   | ENTIENZA CAMPUS | <ol style="list-style-type: none"> <li>1. Acts as a petty cash custodian of the campus</li> <li>2. Ensure that the petty cash is reconciled at all times and the funds will be solely used for the operation of the campus</li> <li>3. Processes the replenishment of the petty cash fund</li> <li>4. Facilitate the disbursements through LDDAP-ADA or MDS checks</li> <li>5. Pays bills and suppliers</li> <li>6. Prepare the required reports</li> <li>7. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol>  |
| 90. | Administrative Assistant II (Budgeting Assistant)  | CNSCB-ADAS2-49-2024 | 8  | 1   | ENTIENZA CAMPUS | <ol style="list-style-type: none"> <li>1. Assist in preparing and developing budget plans, forecasts and reports;</li> <li>2. Analyze financial data to identify trends, risks and opportunities for cost savings;</li> <li>3. Monitor and record expenses to ensure alignment with budget allocations;</li> <li>4. Track budget performance, identifying variances and recommending corrective actions;</li> <li>5. Assist in developing financial forecasts and projections;</li> <li>6. Prepare and present budget reports to management;</li> <li>7. Maintain accurate budget records and files;</li> <li>8. Assist during budget audits;</li> <li>9. Perform other related duties and responsibilities as may be assigned by the proper authorities.</li> </ol> |
| 91. | Administrative Assistant II (Property Custodian)   | CNSCB-ADAS2-52-2024 | 8  | 1   | ENTIENZA CAMPUS | <ol style="list-style-type: none"> <li>1. Oversees the daily operation of all laboratories in the campus to ensure their efficiency and functionality;</li> <li>2. Manage, maintain, and safeguard the organization's assets to ensure efficient utilization and accountability;</li> <li>3. Monitor the condition of all campus equipment and property to ensure proper functioning;</li> <li>4. Supervise the whole laboratory in charge, especially in facilitating the inventory of equipment and tools;</li> <li>5. Prepare and submit regular reports of inventory status, property conditions, and incidental loss or damage.</li> <li>6. Perform other related duties and responsibilities as may be assigned by the proper authorities.</li> </ol>          |
| 92. | Administrative Officer III                         | CNSC-ADOF3-74-2024  | 14 | 1   | ENTIENZA CAMPUS | <ol style="list-style-type: none"> <li>1. Supervise the monitoring of the Documentary requirements in every Audit/Ched Visit, and other accrediting agency.</li> <li>2. Monitor the inventory of documents for disposal in every office.</li> </ol>  |

|     | For Every Campus/Branch in a State College | Plantilla Item No.  | SG | No. | Intended Office | Function   |
|-----|--|---------------------|----|-----|-----------------|--|
|     |  |                     |    |     |                 | <ol style="list-style-type: none"> <li>3. Ensure all records management practices comply with institutional policies and legal regulations, such as data privacy and educational standards.</li> <li>4. Manage and distribute incoming and outgoing internal and external communications.</li> <li>5. Maintain a comprehensive administrative filing system, both physical and digital.</li> <li>6. Assist in the preparation of various reports and other arrangements for compliance.</li> <li>7. Assist in the arrangement of logistics in all meetings and other activities, off-site and on-site.</li> <li>8. Maintain courteous communication with clientele and supervisors, faculty, and staff.</li> <li>9. Assist the Supervisor in the monitoring of office commitment and in reminding the quality objectives falling due.</li> <li>10. Serve as the liaison between the CNSC Main Records Office and COTT, ensuring smooth communication regarding academic records.</li> <li>11. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ol>   |
| 93. | Administrative Officer I                   | CNSCB-ADOF1-59-2024 | 10 | 1   | ENTIENZA CAMPUS | <ol style="list-style-type: none"> <li>1. Prepare and consolidate college/campus Project Procurement Management Plan (PPMP).</li> <li>2. Prepare and submit Purchase Request (PR) together with the attached PPMP.</li> <li>3. Receive items, materials or equipment delivered to the campus/college and if in order, sign in the acceptance portion of the Inspection and Acceptance Report.</li> <li>4. Release requested supplies, materials or equipment to the end-user through issuance of Requisition and Issue Slip (RIS) for supplies and materials, Inventory Custodian Slip for semi-expendable equipment, and Property Acknowledgement Receipt (PAR) for equipment.</li> <li>5. Record deliveries and issuances in the stock card (for supplies and materials) and property card (for equipment) and submit to SPMO the report on supplies used and any change in the property accountabilities.</li> <li>6. Submit a copy of the Requisition and Inspection and Acceptance Report (IAR), Purchase Order (PO), Issuance Slip (RIS), and Inventory Custodian Slip (ICS)/Property Acknowledgement Receipt (PAR) to the Supply and Property Management Office (SPMO).</li> <li>7. Receive returned unserviceable materials/equipment.</li> <li>8. Prepare and submit Waste Material Report to the Disposal Committee thru the Supply and Property Management Unit (SPMU).</li> <li>9. Prepare and submit Inventory Report of Unserviceable Materials and Equipment before the end of April and November 5 of each year.</li> <li>10. Prepare the Annual Inventory Report for Property, Plant and Equipment as of December 31 of the current year and submit on or before January 10 of the following year.</li> <li>11. Assign property numbers to all PPEs in the campus/college.</li> <li>12. Assign inventory tag during the actual inventory taking.</li> </ol> |

|     | For Every Campus/Branch in a State College | Plantilla Item No.  | SG | No. | Intended Office | Function  |
|-----|--|---------------------|----|-----|-----------------|---|
|     |  |                     |    |     |                 | <ul style="list-style-type: none"> <li>13. Maintain records, logbooks or files of all transactions as regards supply and property management activities of the campus/college.</li> <li>14. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ul>  |
| 94. | Accountant II                              | CNSCB-A2-2-2024     | 16 | 1   | ENTIENZA CAMPUS | <ul style="list-style-type: none"> <li>1. Keep accounting records of financial transactions.</li> <li>2. Classify accounts and prepare journal vouchers and journal sheets.</li> <li>3. Prepare trial balances, monthly statements of income and expenditures, and other required reports.</li> <li>4. Establish and maintain control of expenses and certify as to availability of funds.</li> <li>5. Keep control of accounting ledgers, appropriations, and expenditures for materials, supplies, and capital outlays.</li> <li>6. Prepare Check Disbursement Journal (CKDJ) for both LBP and DBP under Regular Agency Fund and Income Generating Fund.</li> <li>7. Prepare Advice to Debit Account Disbursement Journal (ADADJ) for DBP under Regular Agency Fund and Income Generating Fund.</li> <li>8. Prepare monthly remittances of taxes, SSS, GSIS, HDMF, Philhealth and other remittances</li> <li>9. Perform other related duties and responsibilities as may be assigned by proper authorities.</li> </ul>  |
| 95. | Administrative Officer IV                  | CNSCB-ADOF4-80-2024 | 15 | 1   | ENTIENZA CAMPUS | <ul style="list-style-type: none"> <li>1. Prepare documents related to appointment process.</li> <li>2. Review Personal Data Sheet, Position Description Forms and other documents submitted by an appointee for promotion, reappointment, reclassification and renewal.</li> <li>3. Handle inquiries and incoming work requests from the employees of the campus/college.</li> <li>4. Compile and review documents as to completeness of documents per checklist of required documents for appointments to be submitted to HRDO Main Office.</li> <li>5. Prepare contracts of the contractual employees of the campus/college.</li> <li>6. Prepare pertinent supporting documents for the new/re-appointed personnel.</li> <li>7. Maintain and organize 201 files of the campus/college's personnel.</li> <li>8. Preparation of the Updated Personnel Profile of the campus/college.</li> <li>9. Act as the Learning and Development Coordinator of the campus/college.</li> <li>10. Perform other related duties and responsibilities as may be assigned by proper authority</li> </ul> |

|     | <b>For Every Campus/Branch in a State College</b> | <b>Plantilla Item No.</b> | <b>SG</b> | <b>No.</b> | <b>Intended Office</b> | <b>Function</b>  |
|-----|---|---------------------------|-----------|------------|------------------------|--|
| 96. | Administrative Officer V                          | CNSCB-ADOF5-1-2004        | 18        | 1          | ENTIENZA CAMPUS        | <ol style="list-style-type: none"> <li>1. Oversee day-to-day office activities, ensuring efficiency and productivity;</li> <li>2. Develop, implement and enforce administrative policies and procedures;</li> <li>3. Assist in recruitment processes, including screening and interviewing;</li> <li>4. Handle employee complaints, grievances and disciplinary actions;</li> <li>5. Assist in budget preparation, monitoring and control;</li> <li>6. Oversee expenses, ensuring compliance with budget allocations;</li> <li>7. Liaise with government agencies, partners and stakeholders;</li> <li>8. Assist in maintaining the organization's public image;</li> <li>9. Oversee procurement processes, ensuring compliance with regulations;</li> <li>10. Lead and guide administrative staff;</li> <li>11. Conduct performance assessments and provide feedback;</li> <li>12. Ensure adherence to organizational policies and regulatory requirements;</li> <li>13. Perform other related duties and responsibilities as may be assigned by the higher authorities.</li> </ol>   |
| 97. | Administrative Officer IV                         | CNSCB-ADOF4-26-2018       | 15        | 1          | General Service Office | <ol style="list-style-type: none"> <li>1. Manage the operation of the Motorpool Office consistent with the existing motorpool guidelines and statutory requirements;</li> <li>2. Certify to the availability and roadworthiness of the vehicle to the approval of the trip ticket;</li> <li>3. Schedule vehicles by adopting carpool scheme and submit recommendations, accomplishments, and annual reports;</li> <li>4. Prepare office performance targets and evaluate the performance of motorpool personnel;</li> <li>5. Obtain customer satisfaction feedback and validate complaints of passengers against erring drivers;</li> <li>6. Prepare and submit the annual repair and maintenance plan, as well as its PPMP to support funding for the repair and maintenance plan;</li> <li>7. Propose procurement of new vehicle(s) when needed, and implement maintenance schedule of vehicles to ensure the safety of passengers at all times;</li> <li>8. Submit recommendation for disposal of unserviceable vehicle(s) and determine the scrap value for auction purposes;</li> <li>9. Extend assistance and use the motorpool as training venue or practicum for students taking up non-degree vocational courses in the College of Engineering;</li> <li>10. Co-facilitate in the conduct of learning intervention for the drivers to capacitate them with the necessary skills in the performance of their duties and update them with the new issuances, rules, and regulations from oversight agencies;</li> <li>11. Deploy/assign drivers and vehicles for official travels of CNSC personnel and students when vehicles are available;</li> <li>12. Keep abreast with new development concerning vehicle management, statutory and regulatory requirements, motorpool operation, and related updates to ensure that we provide valuable transportation services for our clientele; and</li> <li>13. Perform other related tasks that may be assigned from time to time by the proper authorities.</li> </ol> |