



OD-HRMS-RCOS-20-01-V1

REQUEST FOR CONTRACT OF SERVICE

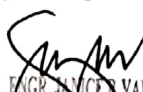



Requesting Office : SRED
 Number of Position Requested : 1
 Position : Admin. Asst V (Replacement of Ms. Tina)
 Salary : Php 19, 620.04
 Duration of Contract : October to December 2020
 Date of Request : September 15, 2020

Qualifications:

EDUCATION : Completion of two-year studies in college or High school Graduate
EXPERIENCE : 2 years of relevant experience
TRAINING : 8 hours of relevant training
ELIGIBILITY : None Required

Duties and Responsibilities:

1. Prepare and coordinate the administrative and financial requirements of SRED;
2. Prepare Obligation Request Status (ORS), Disbursement Voucher (DV), PAL TOs, TEVs, Procurement Request Action Slip (PRAS), Purchase Requests (PRs) and other documents;
3. Prepare draft communication letters and other documents;
4. Reproduce documents needed by the office;
5. Track financial status of the office (SRED);
6. Encode and transmit incoming and outgoing documents;
7. Record incoming and outgoing documents;
8. Attend to telephone calls and inquiries from stakeholders / clients and coordinate action thereon;
9. Provide administrative assistance during the conduct of meetings / workshop/ training;
10. Perform other duties as may be assigned by supervisors

Requesting Officer:  ENGR. JANICE N. VARGAS BAFES-RED Printed Name and Signature of Immediate Supervisor	Funds Availability: of 2019 Cont. Appro. SRED FUNDS  GLENN M. ERLANO	Recommending Approval:  ENGR. JUANA T. PAE	Approved:  ENGR. ARIODEAR C. RICO
<i>Designation</i>	<i>Chief, Budget Section</i>	<i>Asst. Director</i>	<i>Director</i>