

**SUPPLY CLERK FSN-5/FP-9  
VACANCY ANNOUNCEMENT 16/05/21**

**MAJOR DUTIES AND RESPONSIBILITIES**

**80% of Time: Receiving Functions**

Performs all receiving functions to include unpacking, identifying, and checking items against receiving documents and acknowledging receipt on those documents. Performs the receiving reports in accordance with the ICASS service standards, programming the delivery of the received articles as per the respective office and agency. Coordinates with Procurement to have at the office all the copies of the purchase orders before the arrival of the articles or materials to the warehouse. Property arriving in the morning shall be processed the same day. Property arriving in the afternoon should be processed the same day but no later than the next working day following receipt of property. Delivery of all items should be made on or before the 5th working day upon receipt. Maintains record of the pending and completed purchase orders in adequate files. Keeps receiving area clean and neat and free of safety hazards.

**10% of Time: Weekly Report**

Every Friday prepares weekly report of all purchase orders received and pass along to the accountable property officer.

**10% of Time: Other duties as Assigned.**