



*Office of the President*

27 June 2023

**ADMINISTRATIVE ORDER**

No. 442 series of 2023

**TO: MS. ARLENE M. MALAGUEÑO**  
Administrative Assistant I

**THRU: MS. SALVACION L. PADILLA**  
University Supply Officer

**SUBJECT: Designation as Supply Officer of Cluster I**

In exigency of service, you are hereby designated as Supply Officer of BU Cluster I Supply and Property Management Office effective July 3, 2023 until revoked by a subsequent issuance from this Office in accordance with the existing Civil Service rules and regulations.

As Supply Officer, you are authorized to attend to all matters related to supply management and ensure the smooth flow of office transactions and perform the following duties and functions:

- (a) Under the direct supervision of Cluster Administrative Officer, you will be responsible for the issuance/acceptance of goods (supplies, materials and equipment) and services, in accordance with RA 9184 and existing rules and regulations;
- (b) Issue purchased/acquired goods/properties to requesting end-users/units for their proper utilization;
- (c) Maintain and control all facilities of the units by establishing safeguards from deterioration, decay and wastage due to careless handling, warehousing/storekeeping of goods (supplies, materials and equipment) and unserviceable properties;
- (d) Conduct periodic inventory-taking of all properties in the assigned units;
- (e) Conduct disposal/condemnation/destruction of unserviceable property under the following activities:
  - I. Submission of Inventory and Inspection Report (I and I Report General Form 17-A and/or Report of Waste Materials Gen Form 64-A)
  - II. Inspection and Appraisal
  - III. Actual Sale (bidding or auction)
  - IV. Actual destruction/demolition of building structure
- (f) Perform other assignment that may be given from time to time by higher authorities.

Relative to this designation, you are further directed to coordinate to concerned Supply Officer of the Cluster I for proper turn-over of duties and responsibilities.

Please be guided accordingly.

**BABY BOY BENJAMIN D. NEBRES III**  
SUC President IV

I CONCUR:

**ARLENE M. MALAGUEÑO**

Copy furnished:  
Supply Office, VPAF, Admin Office, HRMO, COA, file