



# UNIVERSAL HARVESTER DAIRY FARMS, INC.

San Miguel, Maramag, Bukidnon, Philippines

## Instructions:

- 1) Please fill-up the form completely and avoid leaving blank items.
- 2) Search will commence once submitted to HR with complete requirements & data.
- 3) HR will contact the requesting party for any clarifications regarding the request.

Note: Approval of the CEO & PRESIDENT and/or CFO is necessary for requisitions for new (unbudgeted) headcount/ position.

## EMPLOYEE REQUISITION FORM (ERF)

### DETAILS OF REQUISITION

Date Requested:	October 16, 2025	Employment Status:	<input type="checkbox"/> Regular Employee	<input type="checkbox"/> Contractual/ Project Employee
Position/ Job Title:	Data Encoder and Analyst	<input type="checkbox"/> Consultant	<input type="checkbox"/> OJT	
Dept/ Org.:	Sales	<input type="checkbox"/> Others:		
Job Classification	<input type="checkbox"/> Executive	<input type="checkbox"/> Sr. Manager	<input type="checkbox"/> Manager/ Jr. Manager	
	<input type="checkbox"/> Supervisor	<input checked="" type="checkbox"/> Entry Level	<input type="checkbox"/> Specialist	
	<input checked="" type="checkbox"/> Others Rank and File			
Reporting to:	Area Sales Manager - CEBU	Target Start Date:	Nov 1, 2025	

### PURPOSE OF REQUISITION

<input checked="" type="checkbox"/> New requirement	<input type="checkbox"/> Replacement for resigned employee
<input type="checkbox"/> Replacement for transferred employees	<input type="checkbox"/> Temporary requirement
Budget: <input type="checkbox"/> Budgeted	
<input checked="" type="checkbox"/> Unbudgeted (for approval)	Approved by: <input type="text"/>
	Name & Signature

### JOB SPECIFICATIONS

#### Job Objective

These are the general responsibilities and descriptions of key tasks and their purpose, relationships with customers, coworkers, and others, and the results expected of incumbent employees.

Process and ensure sales invoicing for National Key Accounts  
Coordinating with Logistics on the Delivery  
To generate and manage sales order via phone through the existing accounts (drugstores/ convenience stores, etc)  
Manage inventory of sales materials and promotional items, ensuring they are up to date and readily available for sales presentations and client meetings.  
Oversee the organization and archiving of sales contracts and agreements, ensuring they are accurately recorded, filed, and easily retrievable for future reference or compliance purposes.

Work and professional experience required



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## JOB SPECIFICATIONS

College Graduate  
Experienced as administrative work is required at least 1-2 years  
Must be very good in excel  
knows how to download portal sales data to sales invoice  
Communication Skills  
Organizational Skills  
Interpersonal skills

### Ideal personality or behavioral competencies.

e.g. Can handle very stress full situations due to tight deadlines and other requirements of the business.

Being personable and work well with others since she is the first point of contact to clients  
Deal oriented and can do multitask efficiently  
Knows how to communicate well especially issues and concern of the accounts or customer

### Primary Responsibilities/ Duties

Identify tasks that comprise about 90 to 95 percent of the work done and listing tasks in order of the time consumed (or, sometimes, in order of importance)  
e.g. Perform Financial Analysis to support the business. Maximize shareholder value through optimal financing.



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What Skills or required certifications or licenses are needed?

e.g. CPA, MBA, MS. Finance but not required

Not required

Educational Background required

Must be college graduate of marketing, accounting or finance

Years of experience required

1 -2 years of related experience



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### REMARKS:

### REQUESTED BY (HIRING MANAGER):

NAME: Sharon A. Tan  
ASM VISAYAS

SIGNATURE:

### ENDORSED BY (DEPARTMENT HEAD):

NAME:

Cesar Emmanuel F. Ocampo / Mr. Toby Gatchalian - CCO

SIGNATURE: