



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:

Position/ Job Title:

Dept/ Org.:

Employment Status:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Regular Employee | <input type="checkbox"/> Contractual/ Project Employee |
| <input type="checkbox"/> Consultant | <input type="checkbox"/> OJT |
| <input type="checkbox"/> Others: | <input type="text"/> |

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 type="checkbox"/> Others | | |

Reporting to:

Target Start Date:

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: ☐ Budgeted
☒ Unbudgeted (for approval)

Approved by:

Jose Manuel D. Mapa

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.

To fulfill administrative and operational responsibilities essential to the efficient functioning of the department, including organizing records, handling the OPEX (liquidation, release, and reports), coordinating tasks, and ensuring timely support to internal and external stakeholders. The position serves as a key link between management, coworkers, and clients or partners, fostering clear communication and smooth workflow. The role is expected to contribute to productivity, maintain accuracy in documentation, and support the achievement of team and company goals through dependable, results-oriented service.

Work and professional experience required

- At least with **6 months of experience** in administrative or clerical work, preferably in a corporate or office setting
- Proven experience in handling **office documentation, filing systems, and record-keeping**
- Experience in coordinating meetings, preparing reports, and managing office supplies
- Familiarity with **basic accounting or purchasing procedures** is an advantage
- Demonstrated ability to **multi-task, manage time efficiently**, and support cross-functional teams
- Experience using **MS Office applications (Word, Excel, PowerPoint, Outlook)** and other productivity tools



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JOB SPECIFICATIONS

Ideal personality or behavioral competencies.

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

- **Highly organized** and detail-oriented with strong time management skills
- **Proactive and resourceful**, able to work with minimal supervision
- **Trustworthy and discreet**, especially in handling confidential information or funds
- **Dependable and responsible**, consistently meets deadlines and follows through on tasks
- **Flexible and adaptable** in a fast-paced or changing environment
- **Strong interpersonal skills**, able to work harmoniously with different teams and departments
- **Effective communicator**, both in verbal and written forms
- **Customer-oriented mindset**, with a positive and helpful attitude

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.

- Provide **administrative support** to ensure efficient operation of the office and departmental activities
- **Prepare, route, and monitor liquidation reports** for operational expenses (OPEX), ensuring completeness and compliance with company policies
- **Facilitate the release of approved OPEX funds** and monitor timely submissions of liquidation
- **Compile and submit monthly reports** on OPEX utilization for management review
- Maintain organized records of all OPEX-related documents for audit and tracking purposes
- Assist in **procurement and monitoring of office supplies and assets**
- Coordinate and schedule **meetings, appointments, and events**, and prepare necessary materials
- Support in **document management**, including filing, encoding, and routing of memos or forms
- Perform other administrative tasks as assigned to support operational efficiency

What Skills or required certifications or licenses are needed?

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

- Strong organizational, communication, and time management skills
- Proficient in Microsoft Office (Word, Excel, PowerPoint, Outlook)
- Attention to detail and ability to handle confidential information
- Knowledge of basic financial processes, including expense reporting and liquidation
- Ability to work independently and collaboratively in a fast-paced environment

Educational Background required

Bachelor's degree in **Business Administration, Office Administration, Management, Accounting**, or any related field

Years of experience required

At least with **6 months of experience** in administrative or clerical work, preferably in a corporate or office setting

REMARKS:

REQUESTED BY:

NAME:

Crystal Kane A. Jabiguero – Talent Acquisition

SIGNATURE:

ENDORSED BY (DEPARTMENT HEAD):

NAME:

Lendie P. Catubig – HR and Admin Manager

SIGNATURE: