
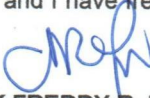


<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title			
		ADMINISTRATIVE OFFICER II			
2. ITEM NUMBER		3. SALARY GRADE			
ADO2- 7-2010		11			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special					
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
STATE UNIVERSITY & COLLEGES		VISAYAS STATE UNIVERSITY			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
ACCOUNTING OFFICE		VSU, BAYBAY CITY, LEYTE			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
N/A		27, 000.00	ACA/PERA P2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
ACCOUNTANT II		DIRECTOR OF FINANCE			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
(if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE		ITEM NUMBER			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
DESKTOP COMPUTER, PRINTER, CALCULATOR, BALLPEN, LEDGERS, PENCIL					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive / Managerial		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Supervisors		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Non-Supervisors		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Staff		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
17b. External		Occasional		Frequent	
General Public		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Other Agencies		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify):					
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Field Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
TO CONTROL AND MONITOR RELEASES OF DBM AND RESEARCH PROJECTS FUNDED BY OTHER AGENCIES.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Prepares Financial Reports and Statements					
21. QUALIFICATION STANDARDS					
21a. Education		21b. Experience		21c. Training	
Bachelor's Degree relevant to the job (Preferably in Accountancy/ Commerce/ Business Administration or any related courses)		None Required		None Required	
				21d. Eligibility	
				C S (Professional)2nd Level	
21e. Core Competencies				Competency Level	
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office				2	
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction				2	
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;				2	
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results				2	



5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.		2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems		1
<b>21f. Functional Competencies</b>		<b>Competency Level</b>
1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular		2
2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.		3
3. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.		2
4. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.		3
5. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives.		2
6. Resource Mobilization Management- Allocates limited resources in an effective manner through efficient utilization of funds, time, human and other resources to deliver respective tasks and generate solutions to challenges in the workplace.		2
7. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.		3
8. ACCOUNTING MANAGEMENT- Manages the processing of financial transactions according to COA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances, petty cash, and other personnel cash emoluments, and receives collectibles/ payments in accordance with relevant rules and regulations.		2
8. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.		2
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	
25%	Supervise the Trust Section of the Accounting Office.	1
20%	Facilitate in the timely processing, obligation, and liquidation of the externally funded projects.	1
15%	Monitors liquidation of fund transfer and ensures that unutilized fund are returned to funding agencies.	1
15%	Assists in the preparation of financial Statements and Financial and Accountability Reports.	1
20%	Acts as the Free Higher Education (FHE) and TES/TDP Focal Person	1
5%	Performs other related tasks as may be assigned from time to time by supervisor.	1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>		
<p>I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">   <b>WILMA V. NAPIERE</b> </div> <div style="text-align: center;">   <b>NICK FREDDY R. BELLO</b> </div> </div>		
Employee's Name, Date and Signature		Supervisor's Name, Date and Signature