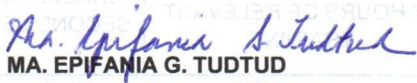



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title REGISTRAR IV	
2. ITEM NUMBER VISCAB- R4-1-2001		3. SALARY GRADE 22	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE OFFICE OF THE UNIVERSITY REGISTRAR	
7. DEPARTMENT / BRANCH / DIVISION OFFICE OF THE UNIVERSITY REGISTRAR		8. WORKSTATION / PLACE OF WORK VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED P 58,717.00	12. OTHER COMPENSATION ACA/PERA- P 2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR VICE PRESIDENT FOR INSTRUCTION		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR SUC PRESIDENT IV	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
POSITION TITLE		ITEM NUMBER	
Registrar III		VISCAB-R3-2-2000	
Registrar II		VISCAB-R2-1-2001	
School Credits Evaluator		VISCAB-SCE-1-1998	
Administrative Assistant II		VISCAB-ADAS2-42-2004	
Administrative Aide VI		VISCAB-ADA6- 86-2004	
Administrative Aide IV		VISCAB-ADA4-152-2004	
Administrative Aide IIII		Casual (2) JO (2)	
Computer Programmer		Casual (1), JO(1)	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK COMPUTER, PRINTER, SCANNER, TELEPHONE, BALLPEN, PENCIL			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Planning and implementation of policies relative to student registration, data recording and storage of student records.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Planning and supervision of admission and registration of students, evaluation of scholastic records and storage of student records while ensuring the security, integrity and confidentiality of these records.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
MASTERAL DEGREE	3 YEARS OF RELEVANT EXPERIENCE	16 HOURS OF RELEVANT TRAINING	CAREER SERVICE (PROF.) SECOND LEVEL ELIGIBILITY

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		2
21f. Leadership Competencies		Competency Level
1. Thinking Strategically and Creatively- Dreams and envisions what the future looks like for the university, thinks dimensionally, crafts strategic goals and strategies to attain that future, identifies connections that are not obviously connected and comes up with new and creative ideas to enhance organizational effectiveness and responsiveness		1
2. Creating and Nurturing a High Performance Organization- Creates a high performing organizational culture that is purpose driven, results-based, client focused and team-oriented		1
3. Leading Change- Generates genuine enthusiasm and momentum for organizational development and change by engaging and involving groups and stakeholders to understand, support, commit and own the change agenda and to advance and sustain same for organizational effectiveness.		1
4. Building Collaborative and Inclusive Working Relationships- Builds a network of reciprocal, high trust and synergistic working relationship among employees within the organization and across other government and non-government organizations to leverage and maximize opportunities for strategic partnership with external stakeholders		1
5. Managing Performance and Coaching for Results- Creates an enabling environment which will nurture and sustains a performance based coaching culture for increased effectiveness of employees and a strong focus in developing people for current and future needs thru an active and continuing staff development program for organizational effectiveness.		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
30%	1. Maintains the academic record of all the students and plans and implement an efficient registration processes, including the evaluation of students credentials and scheduling and coordination of class schedules to avoid conflicts.	2
20%	2. Keeps records of classes and curriculum prerequisites, determines student's graduation eligibility and plans the commencement activities including preparation of list of graduating students, honors list and other related requirement	2
15%	3. Supervises over-all activities related to enrollment, evaluation of student records & other related functions of the office	2
10%	4. Initiates policies on admission, accreditation, graduation & other academic matter's needed to furthe enhance the efficient & effective operation of the Registrar's Office	2
10%	5. Signs Transcript of records, certification and other related documents.	2
10%	6. Submits reports required by other agency such as CHED, DBM, PASUC & other units of the univesity.	2
5%	7. Performs other functions as directed by supervisor	2
23. ACKNOWLEDGMENT AND ACCEPTANCE:		
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.		
 MA. EPIFANIA G. TUdTUD Employee's Name, Date and Signature		 BEATRIZ S. BELONIAS Vice President for Instruction Supervisor's Name, Date and Signature