

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

Administrative Officer V
(Budget Officer III)

2. ITEM NUMBER

ADOF5-16-2004

3. SALARY GRADE

18

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

☐ Province
☒ City
☐ Municipality

☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

STATE UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

BUDGETING OFFICE

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

P51,304.00

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, Budgeting

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, Finance Management

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

COMPUTER, PRINTER, CALCULATOR

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial
Supervisors
Non-Supervisors
Staff

☒
☐
☐
☐

☐
☒
☒
☒

General Public
Other Agencies
Others (Please Specify):

☐
☒

☒
☐

18. WORKING CONDITION

Office Work
Field Work

☐
☒

☒
☐

Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Drafts Guidelines for budget preparation. Prepares and submits work and financial plan and other budgetary requests and Physical and Financial data reports. Controls appropriation and allotment per project/program/activity.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Implements budgeting and financial record keeping procedure to ensure efficient coordination of various departments and maintain account information regarding the financial status of the univeristy. Assists the immediate supervisor and department heads with allotment and expenses projections and prepares financial reports.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree relevant to the job	2 years of relevant experience (preferably with supervisory experience)	8 hours of relevant training	Career Service (Professional) 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			1
21f. Functional Competencies			Competency Level
1. Accounting Manangement - 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
2. Budget Management - Packages and submits responsive budgetary proposal to finance programmed projects and activities for the following year and applies the protocols required for effective budgetary utilization by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards,			2
3. 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			2
4. Use of Information and Communications Technology (ICT) - Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accrodance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of the stakeholder.			2
5. Fiscal Management - Applies the protocols required to safeguard and effectively utilize financial resources to attain university mandate and use said resources economically by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations.			3
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
25. Quality Assurance- Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies. Spearheads and coordinates with all units in the University including the external campuses in the preparation and conduct of accreditation/certification/audit related activities seeing to it that all academic programs and operations are in conformity and compliant with national and international standards.Implements continuous and periodic audit/assessment quality monitoring to ensure that its activities are carried out at acceptable audit/accreditation standards and improves the agencies operations.			2
9. Report Writing - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management.			2
10. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.			3

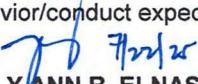
11. Peer Mentoring- Develops and equips junior faculty for higher level position through learning by observing and doing; collaborative teaching, research and extension activities; partnership in writing publications and participation in conferences and technical fora, so that VSU's academic excellence will be sustained.	2
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22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)


Percentage of Working Time	Duties and Responsibilities	Competency Level	
20%	Reviews and certificates as to the availability of appropriation of PR's, PO's, Contracts for Services, Appointments, Vouchers and Payrolls	3	
20%	Generates and submits reports monthly, quarterly & Year End Financial Reports (BEDs & FARs) required by DBM, COA, CHED, PASUC and provides financial data to NEDA & AACCUP & other offices concerned.	3	
20%	Prepare reports/actual, current and proposed data for Annual Budget under Regular Agency Fund (RAF), Internally generated Fund (IGF) and Business Related Fund (BRF) of the university. Allocate the budget to different programs per office and prepare sub-allotments and status of all funds.	3	
20%	Prepared documents of fund transfer for four (4) external campuses, liquidation of funds and consolidates reports of 4 campuses with the main campus.	3	
10%	Prepares communications, certification as to availability of appropriation, computation of terminal leave benefits and request for funding.	3	
10%	Determines possible fund source for different priority programs and request of departments. Act as OIC and Assist the Finance Director on issues related to Budget.	3	

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.



BEVERLY ANN B. ELNAS
Employee's Name, Date and Signature



ALICIA M. FLORES
Supervisor's Name, Date and Signature