

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 I (CASHIER I)	
2. ITEM NUMBER		3. SALARY GRADE	
VISCAB-ADOF1-20-2004		10	
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	
VISAYAS STATE UNIVERSITY		CASH OFFICE	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
CASH OFFICE		VSU, VISCA, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
N/A		22190	ACA PERA Php2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
SUPERVISING ADMINISTRATIVE OFFICER / HEAD, CASH OFFICE		CHIEF ADMINISTRATIVE OFFICER / DIRECTOR FOR ADMINISTRATIVE SERVICES	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
(if more than seven (7) list only by their item numbers and titles)			
NONE		NONE	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, printer, calculator, ballpen, money counter machine, money detector machine, lapel microphone			
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			
The office is entrusted with cash management, safe keeping and disbursements of funds of the university. It takes charge in collecting and depositing of funds.			

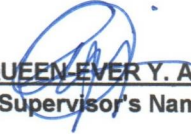
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
In charge of withdrawing and disbursing of all funds. Take charge in preparing and typing checks of other funds.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree	None Required	None required	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 and issues			1
21f. Functional Competencies			Competency Level
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. 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 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
5. Risk Management- Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.			2
6. 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
7. 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			3
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
2%	Reviews and signs checks in the absence of the Cashier.	1	
40%	Receives and receipts all income of the university (by fund).	1	
15%	Deposits daily collections intact to our depository bank (by fund).	1	
15%	Records daily collection and validates deposit slip in the cash.	1	
10%	Updates and monitors cash book.	1	
3%	Implements the system.	1	
3%	Prepares Monthly Report of Accountability (O.R.)	1	
10%	Verifies and signs Report of Collections.	1	
2%	Implements recommendation.	1	
100%			

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.



VALERIE C. VALENZONA, March 03, 2023
Employee's Name, Date and Signature



QUEEN EVER Y. ATUPAN, March 03, 2023
Supervisor's Name, Date and Signature