Republic of the Philippines

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)		ADMINISTRATIVE OFFICER IV (Human Resource Management Officer II)			
2. ITEM NUMBER			3. SALARY GRADE		
VISCAB-ADOF4-35-2023					
				SG-15	
4. FOR LOCAL GOVERNME	ENT POSITION, ENU	MERATE GO	OVERNMENTAL UNIT AN	D CLASS	
☐ Municipality ☐ 3rd 0		Class			
DEPARTMENT, CORPOR LOCAL GOVERNMENT	RATION OR AGENCY	YI	6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY			HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRMD)		
7. DEPARTMENT / BRANC			8. WORKSTATION / PLACE OF WORK		
RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE (RSPPRO)			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT	10. PREVIOUS APPR	OP ACT	11. SALARY AUTHORIZ	ZED 12. OTHER COM	MPENSATION
	N/A		₱40,208.00	ACA/PERA	P2,000.00
13. POSITION TITLE OF IM	MEDIATE SUPERVIS	SOR	14. POSITION TITLE O	F NEXT HIGHER SUPE	RVISOR
SUPERVISING ADM	MINISTRATIVE OFFICE	ER	UNIV	ERSITY PRESIDENT	
15. POSITION TITLE, AND				38	
DOSIT	(if more than seve	n (7) list only	by their item numbers an		
	trative Aide IV			TEM NUMBER	
	trative Aide IV			ADA4-143-2004	
	ive Aide III (Clerk)		,	ADA4-145-2004 COS	
16. MACHINE, EQUIPMENT		ED REGIII AI	DI VINI DEDECORMANICE		
		THE RESERVE AND ADDRESS OF THE PARTY OF THE	PRINTER, CAMERA, LCD PI		
17. CONTACTS / CLIENTS	/ STAKEHOLDERS				
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial			General Public		
Supervisors Non-Supervisors		H	Other Agencies Others (Please Specify):		
Staff	V		Carolo (Flodos opcony).		
18. WORKING CONDITION				•	
Office Work Field Work			Other/s (Please Specify)		
19. BRIEF DESCRIPTION O					
approved by the Board of	f Regents (BOR) and t , integrity, and transp	he Civil Servi	iversity's full compliance ce Commission (CSC). It p recruitment, selection, an	lays a vital role in safeg	uarding the
20. BRIEF DESCRIPTION C	OF THE GENERAL F	UNCTION OF	THE POSITION (Job Su	immary)	
		the RSPPRO	in accordance with the pro	ovisions of the Merit Sys	stem Plan.
21. QUALIFICATION STAN 21a. Education	21b. Experi	ence	21c. Training	21d. El	igibility
Bachelor's Degree	1 year of relevant of	Annual Control of the	4 hours relevant train		Professional
21e. Core Competenci	es		1	Competer	ncy Level
1. Exemplifying Integrity and		monstrates c	ompliance to policies, rule		
standards of the university, C functions per standards.	HED and other regula	atory bodies a	and performs assigned	2	

2. Delivering Service Excellence - Delivers service with added value to the great satisfaction of clients and provides feedback to improve the process. 3. Communication Savy Effectively delivers messages that simply focus on facts or information. 4. Interpersonal Relationship Management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results. 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. 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. 5. Cender-Responsive Management - Demonstrates basic awareness and knowledge of GAD. 7. 21f. Functional Competencies 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 wind and human, in order to fully achieve the set objectives and targets of the university winds and human, in order to fully achieve the set objectives and targets of the university winds and human, in order to fully achieve the set objectives and targets of the university winds and human in order to fully achieve the set objectives and targets of the university winds and human in order to fully achieve the set objectives and targets of the university winds and propers documentation of government policies, transactions and adapts records management standards related to the eyole of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university which are conducted to achieve and the set of the program o		
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	and concise manner.	

Resource Mobilization I vers acquired resources	2 Competency Level	
STATEMENT OF DUT		
Percentage of Working Time	(State the duties and responsibilities here:)	ounpassing as a
20%	Provides secretariat support to the Non-Academic Personnel Board (NAPB), Academic Personnel Board (APB), and the Joint CHED-DBM Circular No. 3 (JC3) Committee by coordinating meetings and the preparing/documenting proceedings and deliberations.	2
20%	Oversees the pre-assessment and screening of applicants, including the administration of written and skills-based tests, as part of the Recruitment, Selection, and Placement (RSP) process, and presents the final comparative assessment of candidates.	2
20%	Reviews and signs contracts of Job Order personnel, Service Records, Certificates of Employment, and other personnel records of both current and former employees of Visayas State University.	2
20%	Conducts thorough review and validation of JC3-related documents to ensure accuracy and consistency of entries in the Individual Summary Sheet (ISS).	2
5%	Oversees the processing of personnel appointments for academic and non-academic staff, ensuring compliance with Civil Service Commission (CSC) policies and University guidelines.	2
5%	Ensures timely turnover of approved and validated appointments, together with all supporting documents, to the Records Management and Archie Office for proper filing and safekeeping in employee's 201 files.	2
5%	Monitors the timely and accurate updating of employee records and issues official HR documents such as Service Records, Certificates of Employment, and other certifications, in compliance with the Data Privacy Act, the Citizens Charter, and established procedures.	2
5%	Perform other duties and responsibilities as may be assigned by the HRMD Director and higher authorities.	2

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.

LUVILLA G. ALCOBER

Employee's Name, Date and Signature

HONEY SOFIA V. COLIS

Supervisor's Name, Date and Signature