

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 IV
(Human Resource Management Officer II)

2. ITEM NUMBER

VISCAB-ADOF4-35-2023

3. SALARY GRADE

SG-15

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

- | | | |
|--|------------------------------------|------------------------------------|
| <input type="checkbox"/> Province | <input type="checkbox"/> 1st Class | <input type="checkbox"/> 5th Class |
| <input checked="" type="checkbox"/> City | <input type="checkbox"/> 2nd Class | <input type="checkbox"/> 6th Class |
| <input type="checkbox"/> Municipality | <input type="checkbox"/> 3rd Class | <input type="checkbox"/> Special |
| | <input type="checkbox"/> 4th Class | |

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT (HRMD)

7. DEPARTMENT / BRANCH / DIVISION

RECRUITMENT, SELECTION, PLACEMENT AND PERSONNEL RECORDS OFFICE (RSPPRO)

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

N/A

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

₱40,208.00

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

SUPERVISING ADMINISTRATIVE OFFICER

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

UNIVERSITY PRESIDENT

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
Administrative Aide IV	ADA4-143-2004
Administrative Aide IV	ADA4-145-2004
Administrative Aide III (Clerk)	COS

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

DESKTOP /LAPTOP COMPUTER, PRINTER, CAMERA, LCD PROJECTOR

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

18. WORKING CONDITION

Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	

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

The RSPPR unit is primarily responsible for ensuring the University's full compliance with the Merit Selection Plan as approved by the Board of Regents (BOR) and the Civil Service Commission (CSC). It plays a vital role in safeguarding the principles of meritocracy, integrity, and transparency in the recruitment, selection, and placement (RSP) of both academic and non-academic personnel.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Take the lead in carrying out the mandates of the RSPPRO in accordance with the provisions of the Merit System Plan.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree	1 year of relevant experience	4 hours relevant training	Career Service Professional (Second Level Eligibility)
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - Demonstrates compliance to policies, rules and standards of the university, CHED and other regulatory bodies and performs assigned functions per standards.			2

2. Delivering Service Excellence - Delivers service with added value to the great satisfaction of clients and provides feedback to improve the process.	2
3. Communication Savvy - 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 - Demonstrates basic awareness and knowledge of GAD.	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. Critical Thinking and Problem Solving - Analyzes and interprets available data and proposes possible solutions to address the problem/situation.	2
3. 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
4. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives.	3
5. Filipino Values Restoration - Demonstrates the desirable Filipino traits in dealing with the students, colleagues and other stakeholders.	3
6. Information and Communications Technology (ICT) Management - Applies and develops various ICT applications and communications medium.	2
7. Health and Wellness Management - Supervises and enforces practical and effective health and wellness management systems.	3
8. Risk Management and Hazards Analysis - Applies, develops and educates stakeholders on various activities on risk reduction and management programs.	2
9. Occupational Health and Safety Management - Applies, develops and educates stakeholders on various activities on occupational health and safety management.	2
10. Waste Management - Applies, develops and educates stakeholders on various waste management strategies.	2
11. Accounting Management - Understands the processes by which financial resources are identified, obtained, allocated, managed and accounted for. Understands how to read, interpret and use accounting data and information.	2
12. Budget Management - Understands how to interpret budgetary information.	2
13. Fiscal Management - Provides strategies, general management and supervision of the budget and accounting units for effective fiscal management.	3
14. Maintenance Management - Develops options to address repair/maintenance concerns, issues and problems.	3
15. 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
16. Process Improvement - 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.	3
17. Procurement Management - Effectively undertakes procurement planning, programming, project management, and requirement specifications to facilitate achievement of organisational or agency program of work, goals and targets.	3
18. Project Management - Reviews project plans and supervises implementation.	2
19. Property and Supply Management - Records and manages effectively and efficiently the resources involved and needed in the overall procurement process, and finds innovative solutions to improve supply and property management processes.	3
20. Quality Assurance - Proactively submits for program/institutional assessment/evaluation at the regional level (RQAT, CHED monitoring and evaluation).	2
21. Report Writing - Presents and organizes appropriate and complete information in a clear and concise manner.	2

22. Resource Mobilization Management - Plans for resource requirement acquisitions and delivers acquired resources to units requiring them.		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
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