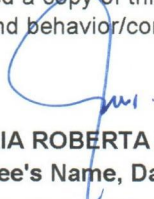



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)			1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center; font-weight: bold;">ADMINISTRATIVE OFFICER II</div>		
2. ITEM NUMBER <div style="text-align: center;">ViSCAB-ADOF2-29-2004</div>			3. SALARY GRADE <div style="text-align: center;">SG-11</div>		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input checked="" 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		
STATE UNIVERSITY AND COLLEGES (SUC)			VISAYAS STATE UNIVERSITY		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
OFFICE OF THE HEAD OF RECORDS AND ARCHIVES			VISAYAS STATE UNIVERSITY		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
				PER ANNUM P 315,648.00 ACA/PERA P 24,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
CHIEF ADMINISTRATIVE OFFICER			VICE PRESIDENT FOR ADMINISTRATION AND FINANCE		
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 VI			ViSCAB-ADA6-76-2004		
ADMINISTRATIVE AIDE III			ViSCAB-ADA3-__-2004		
ADMINISTRATIVE AIDE II			ViSCAB-ADA2-135-2004		
GUESTHOUSE CARETAKER			ViSCAB-GUESTC-4-1998		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Computer, Laptop, Printer, Scanner, Photocopier, Binding Machine, Headset, Web Camera, Telephone, Ballpen, Stapler, Puncher					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Executive / Managerial	<input checked="" type="checkbox"/>		<input type="checkbox"/>	General Public	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Others (Please Specify):	<input type="checkbox"/>
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					
Provides proper records management relative to filing, safekeeping, preservation, storage, retention and disposition of valueless records.					
Provides efficient centralized mail/communication and messengerial services to the university					
Safeguard, maintains and preserve the permanent and vital documents of the university.					
Maintains and gathers archives display which showcase valuable records of the university					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Plans, implements and controls the activities in the office and supervises staff in the performance of assigned tasks			
Acts, verifies and countersigns filed requests from clients			
Supervises the conduct of records inventory, appraisal and disposition of valueless records			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
B. S. degree in the area of specialization	2 years of relevant experience	8 hours of relevant training	Career Service Eligibility (Professional) or relevant eligibility for second level position
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - Demonstrates high standards of professional behavior, adhering to ethical as well as moral principles, values and standards of public office			2
2. Delivering Service Excellence - Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers			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 situation's and adapts one's thinking, behavior 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. Organizational Competencies			Competency Level
1. Demonstrating Personal Effectiveness - Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.			1
2. Speaking Effectively - Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials			1
3. Writing Effectively - Refers to and/or uses existing communication materials or templates to produce own written work			1
4. Championing & Applying Innovation - Demonstrates an awareness of basic principles of Innovation.			1
5. Planning & Delivering - Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group			1
6. Managing information - Collects, organizes & maintain data			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
40%	Provides leadership and management of staff in providing efficient and effective administrative support		1
20%	Directs the proper implementation of records management activities		1
20%	Plans and directs the inventory and appraisal of records for retention and disposal of valueless records		1
10%	Acts as FOI Receiving Officer and Secretariat of PMT, OSH, VSU Awards, CART, etc		1
10%	Performs other functions mandated of the office and as directed by the Director for Administration and Vice President for		1
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.			
 MARIA ROBERTA S. MIRAFLOR 9/20/22 Employee's Name, Date and Signature		 RYSAN C. GUINOCOR Supervisor's Name, Designation, Date and Signature	