
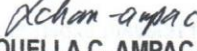


<div>REPUBLIC OF THE PHILIPPINES POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)</div>		1. POSITION TITLE (as authorized by DBM)			
		ADMIN. OFFICER V			
2. ITEM NO.: VISCAB-ADOF5-16-2004		3. SALARY GRADE : 18			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<div><div><div><div><input type="checkbox"/> provincial</div><div><input checked="" type="checkbox"/> city</div><div><input type="checkbox"/> municipality</div></div><div><div><input type="checkbox"/> 1st class</div><div><input type="checkbox"/> 2nd class</div><div><input type="checkbox"/> 3rd class</div><div><input type="checkbox"/> 4th class</div></div><div><div><input type="checkbox"/> 5th class</div><div><input type="checkbox"/> 6th class</div><div><input type="checkbox"/> Special</div></div></div></div>					
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
VISAYAS STATE UNIVERSITY					
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK			
BUDGET OFFICE		VSU , Baybay			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER		
		P 38,085.00-/mo.	P 2,000.00 PERA/mo.		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
DIRECTOR OF FINANCE		VICE PRESIDENT FOR ADMIISTRATION			
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED					
1- Administrative Aide VI, & 1-Administrative Aide 1V VISCAB-ADA6-89-2004; VISCAB-ADA4-136-2004					
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	(x)	()	General Public	()	(x)
Supervisors	()	(X)	Other Agencies	(x)	()
Non Supervisors	()	(x)	Others (Please specify:	()	(x)
Staff	()	(x)	Admin Offices		
18. WORKING CONDITION					
Office Work		(x)	Other/s (Please Speciy)		
Field Work		()			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
.Drafts guidelines for budget preparation. Prepares and submits work and financial plan & 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 university. Assists the immediate supervisor and department heads with allotment and expense projections and prepares financial reports.,					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
BSC - Accounting	3 years of relevant experience	4 hrs. of relevant training	Career Service Professional		

21e. CORE COMPETENCIES	Competency Level
<ol style="list-style-type: none"> Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process. 	<p>2</p> <p>2</p> <p>2</p>
21f. LEADERSHIP /ORGANIZATIONAL COMPETENCIES	Competency Level
<ol style="list-style-type: none"> Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work Championing & applying innovation – Demonstrates an awareness of basic principles of innovation. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group. Managing information - Collects, organizes & maintain data. 	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>
21g. TECHNICAL COMPETENCIES	Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
<p>22a. Records Management Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.</p> <ol style="list-style-type: none"> Reviews and Certify as to availability of appropriation, PR's, PO's Contracts for Services, Appointments, Vouchers, and Payrolls.. Generates and submits reports monthly, quarterly & Year-end. Financial reports (BEDs & FARs) required by DBM, COA, CHED, PASUC and provides financial data to NEDA & AACUP, & other offices concerned. Prepares reports/actual, current & proposed data (PS) for Annual Budget per NEP of the University. Prepares sub-allotment to offices, centers, projects and status of all funds. Prepares documents of fund transfer to 4 external campuses, liquidation of funds and consolidates reports of 4 campuses with the main campus. Prepares communications, certification as to Availability of Appropriation, computation of terminal leave benefits and request for funding <p>22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.</p> <p>22b 1. Generates daily obligation t from Budget Allocation and Obligation Management (BAOM)</p> <p>2. Generates monthly, quarterly & year-end financial reports (BEDs and FARs)</p> <p>22c. Perform other related tasks as may be assigned from time to time <i>In the absence of the Director of Finance.</i></p> <ol style="list-style-type: none"> Prepares reports per Advisory of DBM., CHED & NEDA Assist the immediate supervisor in annual budgeting and financial planning by providing allocation and expense projections. 	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p>
23. ACKNOWLEDGMENT AND ACCEPTANCE	
<p>I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  MYRNA S. PANCITO Employee's Name, Date and Signature </div> <div style="text-align: center;">  LOUELLA C. AMPAC Director of Finance , Date and Signature </div> </div>	