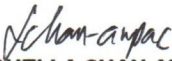



Republic of the Philippines <b>POSITION DESCRIPTION FORM</b> DBM-CSC Form No. 1 (Revised Version No. 1 ,		<b>1. POSITION TITLE (as authorized by DBM)</b>  CHIEF ADMINISTRATIVE OFFICER	
<b>2. ITEM NO.:</b> VISCAB-CADOF-4-2004		<b>3. SALARY GRADE :</b> 24	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class	
<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>  VSU, Baybay City, Leyte	
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  Office of the Director of Finance		<b>8. WORKSTATION/PLACE OF WORK</b>  VSU , Baybay	
<b>9. PRES, APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>  P 73,299.00	<b>12. OTHER</b>  ACA PERA P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Vice President for Administration and Finance		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  President	
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b>  Adm. Aide VI, ADA6-89-2004; Adm Aide IV; ADA4-136-2004; Adm. Officer V; ADOF5-16-2004			
<b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  Computer, Printer, Calculator			
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive/Managerial Supervisors Non Supervisors Staff	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
			<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
			<input checked="" type="checkbox"/> <input type="checkbox"/>
<b>18. WORKING CONDITION</b>			
Office Work		<input checked="" type="checkbox"/>	Other/s (Please Speciy)
Field Work		<input type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  In charge of the over-all Financial Management for GAA, STF and IGP Funds from budget formulation, execution and report preparation. Ensures fund utilization for both obligation and disbursements.			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  Implements budgeting and financial management to ensure compliance with existing accounting and auditing rules. Efficient coordination of various departments and maintain account information regarding the financial status of the university. Approves payroll, vouchers and student deposits/clearances. Reviews various financial reports and drafts guidelines related to financial transactions including reply of AOMs issued by COA. Assists the immediate supervisor and President in matters regarding fund allocation for various requests .			
<b>21. QUALIFICATON STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Master's degree	4 years in positions/ involving management and supervision	40 hours of supervisory/management learning and development intervention undertaken within the last 5 years	CS Professional

21e. CORE COMPETENCIES	Competency Level
1. <i>Exemplifying Integrity and Professionalism</i>	2
2. <i>Delivering Service Excellence</i>	2
3. <i>Communication Savy</i>	2
4. <i>Interpersonal relationship management</i>	2
5. <i>Change Adaptation</i>	2
6. <i>Gender-responsive management</i>	2
21f. FUNCTIONAL COMPETENCIES	Competency Level
1. Accounting Management	3
2. Budget Management	3
3. Fiscal Management	3
4. Process Improvement	3
5. Resource Mobilization Management	3
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
20% 1. In coordination with the Planning Office, reviews and consolidates the budgetary requirement to implement the various priority programs , projects and activities of the different units to attain the mandates of the University	3
20% 2. Ensures the effective utilization of funds by the different units in accordance with the approved GAA and agency Budget Matrix	3
20% 3. Monitors, evaluates and reports on fund utilization against performance outputs and assists management in decision making with regards to financial matters.	3
20% 4. Within the limits of delegated authority, reviews and approves financial documents.	3
10% 5. Develops and implements management policies, systems and processes to ensure efficient delivery of financial and support services to the university's trilogy of functions	3
10% 6. Performs other related tasks as maybe assigned from time to time	3
23. ACKNOWLEDGMENT AND ACCEPTANCE	
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.	
 LOUELLA CHAN-AMPAC Employee's Name, Date and Signature	 REMBERTO A. PATINDOL Supervisor's Name, Date and Signature