



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 I		
2. ITEM NUMBER  VisCAB-ADOF1-30-2004			3. SALARY GRADE  10		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input 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  VISAYAS STATE UNIVERSITY			6. BUREAU OR OFFICE  VISAYAS STATE UNIVERSITY		
7. DEPARTMENT / BRANCH / DIVISION  CASH DIVISION			8. WORKSTATION / PLACE OF WORK  VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
				PER ANNUM P 226,596.00	
				ACA/PERA P 24,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR  SUPERVISING ADMINISTRATIVE OFFICER			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR  CHIEF ADMINISTRATIVE OFFICER/DIRECTOR OF 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		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK  COMPUTER, PRINTER, CALCULATOR, MONEY COUNTER MACHINE, MONEY DETECTOR MACHINE, BALLPEN					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Executive / Managerial		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	
Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	
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			
The office is entrusted with cash management, safekeeping and disbursements of funds of the university. It takes charge in collecting and depositing of funds.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
In charge of withdrawing and disbursing of all funds. Take charge in preparing and typing checks of other funds.			
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
<b>1. Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules.			1
<b>2. Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.			1
<b>3. Solving Problems and Making Decisions</b> Provides timely solutions to problems and decision dilemmas that have clearcut options or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.			1
21f. Leadership Competencies			Competency Level
<b>1. Demonstrating Personal Effectiveness</b> Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.			1
<b>2. Speaking Effectively</b> Effectively delivers messages that simplyh focus on data, facts or information & requires minimal preparation or can be supported by available communication materials.			1
<b>3. Writing Effectively</b> Refers to and/or uses existing communication materials or templates to produce own written work.			1
<b>4. Championing &amp; Applying Innovation</b> Demonstrates an awareness of basic principles of innovation.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
2%	Reviews and signs checks in the absence of the Cashier.	1	
40%	Receives and receipts all income of the university (by fund).	1	
15%	Deposits daily collections intact to our depository bank (by fund).	1	
15%	Records daily collection and validates deposit slip in the cash	1	
10%	Updates and monitors cash book.	1	
3%	Implements the system.	1	
3%	Prepares Monthly Report of Accountability (O.R.).	1	
10%	Verifies and signs Report of Collections.	1	
2%	implements recommendation.	1	
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>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</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;">   <b>RAQUEL H. DOHLING</b>              Employee's Name, Date and Signature           </div> <div style="text-align: center;">   <b>CORAZON U. NUEVO</b>              Supervisor's Name, Date and Signature           </div> </div>			