



<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency)</div> <div>with parenthetical title</div> <div>ADMINISTRATIVE OFFICER II</div>																															
<div>2. ITEM NUMBER</div> <div>VISCAB-ADOF2-29-2004</div>		<div>3. SALARY GRADE</div> <div>SG-11</div>																															
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><div><input type="checkbox"/> Province</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/</div> <div>LOCAL GOVERNMENT</div> <div>STATE UNIVERSITY AND COLLEGES (SUC)</div>		<div>6. BUREAU OR OFFICE</div> <div>VISAYAS STATE UNIVERSITY</div>																															
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>OFFICE OF THE VICE PRESIDENT FOR</div> <div>ADMINISTRATION & FINANCE</div>		<div>8. WORKSTATION / PLACE OF WORK</div> <div>VISAYAS STATE UNIVERSITY</div>																															
<div>9. PRESENT APPROP ACT</div>	<div>10. PREVIOUS APPROP ACT</div>	<div>11. SALARY AUTHORIZED</div> <div>PER ANNUM P 242,148.00</div>	<div>12. OTHER</div> <div>ACA/PERA P 24,000.00</div>																														
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>VICE PRESIDENT FOR ADMINISTRATION & FINANCE</div>		<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>AGENCY PRESIDENT</div>																															
<div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <table><thead><tr><th>POSITION TITLE</th><th>ITEM NUMBER</th></tr></thead><tbody><tr><td></td><td></td></tr></tbody></table>				POSITION TITLE	ITEM NUMBER																												
POSITION TITLE	ITEM NUMBER																																
<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>Computer, Laptop, Printer, Scanner, Copier, Binding Machine, Telephone, Calculator, Ballpen, Stapler, Puncher</div>																																	
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><thead><tr><th>17a. Internal</th><th>Occasional</th><th>Frequent</th><th>17b. External</th><th>Occasional</th><th>Frequent</th></tr></thead><tbody><tr><td>Executive / Managerial</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>General Public</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Other Agencies</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Others (Please Specify):</td><td></td><td></td></tr><tr><td>Staff</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td></tr></tbody></table>				17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):			Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent																												
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>																												
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>																												
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):																														
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>																															
<div>18. WORKING CONDITION</div> <table><tbody><tr><td>Office Work</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr></tbody></table>				Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
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 supervises and coordinates activities and programs related to the management, maintenance, development and utilization of the human, physical and financial resources of the University both in the Main and the external campuses.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Takes charge in the performance of all administrative matters and similar activities of the office. Submits Budget and Accountability Reports (BFARs) to DBM and other database management information on physical and financial datas.			
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 - Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules			1
2. Delivering Service Excellence - Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.			1
3. Solving Problems and Making Decisions - Provides timely solutions to problems and decisions 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 porcess.			1
21f. Leadership Competencies			Competency Level
(Indicate the required Leadership Competencies here)			(Indicate the required Competency Level here)
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		1
40%	Supervises staff in the performance of assigned task;		
25%	Prepares simple communications and minutes of the meeting		
15%	Takes charge in the procurement of supplies, preparation of and other documents including claims for unforeseen activities;		
20%	Performs other functions that maybe assigned from time to time		
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 Employee's Name, Date and Signature		 REMBERTO A. PATINDOL Supervisor's Name, Date and Signature	