

**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 V**  
**(Records Officer III)**

**2. ITEM NUMBER**

ADOF5 - 27-2023

**3. SALARY GRADE**

SG-18

**4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS**

- ☐ Province  
☒ City  
☐ Municipality

- ☒ 1st Class  
☐ 2nd Class  
☐ 3rd Class  
☐ 4th Class

- ☐ 5th Class  
☐ 6th Class  
☐ Special

**5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT**

STATE UNIVERSITY AND COLLEGES (SUC)

**6. BUREAU OR OFFICE**

VISAYAS STATE UNIVERSITY

**7. DEPARTMENT / BRANCH / DIVISION**

RECORDS AND ARCHIVES OFFICE

**8. WORKSTATION / PLACE OF WORK**

VISAYAS STATE UNIVERSITY

**9. PRESENT APPROP ACT**

**10. PREVIOUS APPROP ACT**

**11. SALARY AUTHORIZED**

**12. OTHER COMPENSATION**

PER ANNUM P 588,180.00

ACA/PERA P 24,000.00

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

CHIEF ADMINISTRATIVE OFFICER

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

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

**16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK**

Computer, Laptop, Paper Shredder, Printer, Scanner, Photocopier, Binding Machine, Headset, Web Camera, Telephone, Ballpen, Stapler, Puncher

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

**17a. Internal**

**Occasional**

**Frequent**

**17b. External**

**Occasional**

**Frequent**

Executive / Managerial

☐
☒

General Public

☐
☒

Supervisors

☐
☒

Other Agencies

☐
☒

Non-Supervisors

☐
☒

Others (Please Specify):

Staff

☐
☒

**18. WORKING CONDITION**

Office Work

☐
☒

Other/s (Please Specify)

Field Work

☒
☐

**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)**

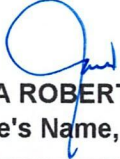

Establish, implement and maintain a systematic and scientific records management system and control the creation, use, transmission, retention, maintenance, storage, retrieval, preservation and disposition of operational records.

Determine and implements the unit's operational plans, identifies and acquires resource requirements.

Supervises the conduct of records inventory, appraisal and disposition of valueless records

**21. QUALIFICATION STANDARDS**

<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
B. S. degree in the area of specialization	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
<b>21e. Core Competencies</b>			<b>Competency Level</b>
<b>1. 1. Exemplifying Integrity and Professionalism</b> - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office. Level-2			2
<b>2. Delivering Service Excellence</b> - Complies with VSU's established standards of service delivery for customer satisfaction. Level-2			2
<b>3. Communication Savy</b> - Effectively delivers messages that simply focus on facts or information;Level-2;			2
<b>4. Interpersonal relationship management</b> - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results. Level-2			2
<b>5. Change Adaptation</b> - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. Level-2			2
<b>6. Gender-Responsive Management</b> - Promotes gender equality and women empowerment to address gender-related problems and issues. Level-1			2
<b>21f. Functional Competencies</b>			<b>Competency Level</b>
<b>1. Administrative Services Management</b> - Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular			2
<b>2. Documents and Records Management-</b> Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.			3
<b>3. Facilitation</b> - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives			3
<b>4. Process Management</b> - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.			3
<b>5. Monitoring and Evaluation</b> - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.			3
<b>6. Use of Information and Communications Technology (ICT)</b> - Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.			2
<b>7. Critical Thinking and Problem Solving</b> - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment			2
<b>8. Quality Assurance</b> - Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies.			2

<b>9. Report Writing</b> - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management.		2
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	
40%	Provides leadership and management of staff in providing efficient and effective administrative support	3
25%	Directs the proper implementation of records management activities	3
20%	Plans and directs the inventory and appraisal of records for retention and disposal of valueless records	3
15%	Performs other functions mandated of the office and as directed by the Director for Administration and Vice President for	3
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>		
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.		
 <b>MARIA ROBERTA S. MIRAFLOR</b> 10/16/2024 Employee's Name, Date and Signature		 <b>RYSAN C. GUINOCOR</b> 10/17/2024 Supervisor's Name, Designation, Date and Signature