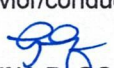
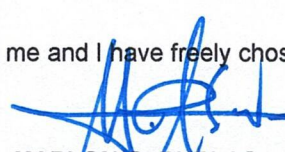


<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>Administrative Officer III</div>																									
<div>2. ITEM NUMBER</div> <div>ADO3-44-2023</div>		<div>3. SALARY GRADE</div> <div>14</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/ LOCAL GOVERNMENT</div> <div>STATE UNIVERSITIES &amp; COLLEGES</div>		<div>6. BUREAU OR OFFICE</div> <div>VISAYAS STATE UNIVERSITY</div>																									
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>Physical Plant Office</div>		<div>8. WORKSTATION / PLACE OF WORK</div> <div>VSU, BAYBAY CITY, LEYTE</div>																									
<div>9. PRESENT APPROP ACT</div>	<div>10. PREVIOUS APPROP ACT</div>	<div>11. SALARY AUTHORIZED</div> <div>₱ 37,024.00</div>	<div>12. OTHER COMPENSATION</div> <div>ACA/PERA P2,000.00</div>																								
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>Head</div>		<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>Director</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></tbody></table>				POSITION TITLE	ITEM NUMBER																						
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<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>DESKTOP COMPUTER, PRINTER</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 Supervisors</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>General Public</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Other Agencies</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Staff</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Others (Please Specify):</td><td colspan="2"></td></tr></tbody></table>				17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Staff	<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
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<div>18. WORKING CONDITION</div> <table><tbody><tr><td>Office Work</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td rowspan="2">Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></tbody></table>				Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input type="checkbox"/>																	
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<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>Provides support services to the President</div>																											
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5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.		2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems		1
<b>21f. Functional Competencies</b>		<b>Competency Level</b>
1. Administrative Services Management- 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
2. Documents and Records Management- 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.		2
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives		3
4. Process Management - 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
5. Monitoring and Evaluation - 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>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>	
25%	1. Facilitate and ensure environmental compliance of all university facilities, buildings and the likes	1
25%	2. Monitor activities pertaining to the installation, construction, operation and maintenance of all pollution source and control facilities of the university.	1
15%	3. Secure necessary pollution permits and licenses prior to construction, installation and operation of university facilities.	1
15%	4. Act as liason officer and keep abreast with DENR requirement and latest available on the prevention, control and abatement of pollution.	1
15%	5. Prepare and submit timely reports to regulatory agencies as required by law.	1
5%	6. Handle other matters of environmental concerns as required	1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>		
<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; align-items: flex-end;"> <div style="text-align: center;">   <b>GIRLINA P. GOGO</b>  Employee's Name, Date and Signature </div> <div style="text-align: center;">   <b>MARLON G. BURLAS</b>  Supervisor's Name, Date and Signature </div> </div>		