

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 ASSISTANT II
 (DISBURSING OFFICER II)**

2. ITEM NUMBER

ADAS2-78-2023

3. SALARY GRADE

8

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 UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

CASHIERING

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

P 21,448.00

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

SUPERVISING ADMINISTRATIVE OFFICER

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DIRECTOR ADMINISTRATIVE OFFICER

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

DESKTOP COMPUTER, PRINTER, LAPTOP, VAULT, PHOTOCOPIER, SCANNER

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial
 Supervisors
 Non-Supervisors
 Staff

☐
☒
☒
☒

☒
☐
☐
☐

General Public
 Other Agencies
 Others (Please Specify):

☐
☐

☐
☐

18. WORKING CONDITION

Office Work
 Field Work

☒
☒

☐
☐

Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Provides collection and disbursement services to all clients of the university.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

In-charge of collecting and depositing of all University funds. Assist in preparing deposit slips and take charge in the verification of all deposited payments from students and clients. Act as dDRC of the office.

21. QUALIFICATION STANDARDS

| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
|--|-----------------|---------------|--------------------------------|
| Completion of 2 years studies in college | None Required | None Required | C S (Subprofessional)1ST Level |

| 21e. Core Competencies | Competency Level |
|--|------------------|
| 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office | 2 |
| 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction | 2 |
| 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; | 2 |
| 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results | 2 |
| 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 |

| 21f. Functional Competencies | Competency Level |
|--|------------------|
| 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 | 1 |
| 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. | 1 |
| 3. Use of Information and Communications Technology (ICT)- 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. | 1 |
| 4. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment. | 1 |
| 5. ACCOUNTING MANAGEMENT- Manages the processing of financial transactions according to COA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances, petty cash, and other personnel cash emoluments, and receives collectibles/ | 1 |
| 6. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards. | 1 |

| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | Competency Level |
|---|---|------------------|
| Percentage of Working Time | (State the duties and responsibilities here:) | |
| 50% | Receives and receipts all income of the University (by fund) being designated as the assistant collecting officer of the University. | 1 |
| 30% | Deposits daily collections intact to our depository bank (by fund) on the following banking day. | 1 |
| 15% | Act as the office dDRC. | |
| 5% | Priorities senior citizen/PWD and pregnant women in paying school fees and other services. Does other related jobs as mandated by the supervisor. | 1 |

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.


GINA A. LORETO

Employee's Name, Date and Signature


QUEEN EVER Y. ATUPAN

Supervisor's Name, Date and Signature