



<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-ADOF2-30-2004</div>		<div>3. SALARY GRADE</div> <div>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>VISAYAS STATE UNIVERSITY</div>		<div>6. BUREAU OR OFFICE</div> <div>Office of the Director for Administration and Human Resource</div> <div>Dev't.</div>																																	
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>Office of the Director for Administration and Human Resource</div> <div>Dev't.</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>P20,754</div>	<div>12. OTHER COMPENSATION</div> <div>ACA/PERA P2,000.00</div>																																
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>Director, ODAHRD</div>		<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>VP, Administration and Finance</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><tr><td>POSITION TITLE</td><td>ITEM NUMBER</td></tr></table>				POSITION TITLE	ITEM NUMBER																														
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<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>Computer, Printer, Camera</div>																																			
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><tr><td>17a. Internal</td><td>Occasional</td><td>Frequent</td><td>17b. External</td><td>Occasional</td><td>Frequent</td></tr><tr><td>Executive / Managerial</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>General Public</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Other Agencies</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Others (Please Specify):</td><td colspan="2">VSU Faculty and Staff</td></tr><tr><td>Staff</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td></tr></table>						17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	VSU Faculty and Staff		Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
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<div>18. WORKING CONDITION</div> <table><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 type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr></table>						Office Work	<input type="checkbox"/>	<input checked="" 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>Implements human resource management and development functions.</div>																																			
<div>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</div> <div>Provides administrative and support services.</div>																																			
<div>21. QUALIFICATION STANDARDS</div> <table><tr><td>21a. Education</td><td>21b. Experience</td><td>21c. Training</td><td>21d. Eligibility</td></tr><tr><td>Bachelor's Degree</td><td>3 years of relevant experience</td><td>None Required</td><td>Career Service (Professional) Second Level Eligibility</td></tr><tr><td colspan="3">21e. Core Competencies</td><td>Competency Level</td></tr><tr><td colspan="3">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</td><td>2</td></tr></table>						21a. Education	21b. Experience	21c. Training	21d. Eligibility	Bachelor's Degree	3 years of relevant experience	None Required	Career Service (Professional) Second Level Eligibility	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														
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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		2
2. 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		2
3. Filipino Values Restoration - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.		2
4. Human Resource Management and Development- Searches, attracts and assesses job candidates and guides the appointing authority in choosing the best fit for the job at the right time, in accordance with legal requirements to achieve organisational goals.		2
5. 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.		2
6. 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
7. 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.		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	
25%	1. Maintains and regularly updates the database of presonnel including the e.GMIS	2
20%	2. Prepares and submits required reports for regulatory bodies such as DBM, CHED, SCS, GSIS, NEDA, PASUC, AO25, etc and university offices needing data of presonnel	2
20%	3. Takes the lead in the preparation and packaging of required documents under RSP for PRIME-HRM and ISO Certification	2
10%	4. Acts as records/documents controller of the office	2
10%	5. Submits to the BOR thru the Office of the President & the BOR secretary all presonnel related actions of APB & NAPB that needs BOR & UADCO action.	2
10%	6. Provides customer friendly frontline services to office clients	2
5%	7. Perform other functions as maybe assigned by supervisor.	2
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><div> LUVILLA G. ALCOBER Employee's Name, Date and Signature</div><div> LOURDES B. CANO Supervisor's Name, Date and Signature</div></div>		