

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 II (Management and Audit Analyst I)

2. ITEM NUMBER

ADO2-28-2004

3. SALARY GRADE

11

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

Quality Assurance Center

8. WORKSTATION / PLACE OF WORK

Quality Assurance Center

9. PRESENT APPROP ACT

NA

10. PREVIOUS APPROP ACT

NA

11. SALARY AUTHORIZED

Php 28,512/monthly

12. OTHER COMPENSATION

2000/ACA PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

President

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

N/A

N/A

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

Photo Editor, Printers, Computers, Database and Microsoft Offices

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

Provide administrative and leadership, guidance and support for QA at all levels of the university, and to support the institutional and program accreditation processes and contents.

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

Incharge of the database components for quality assurance are reliable, secure, and performant, contributing to the overall activities of the QAC.

21. QUALIFICATION STANDARDS

21a. Education

Bachelor degree relevant to the job

21b. Experience

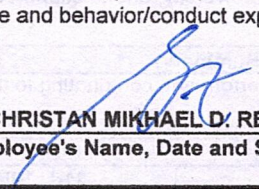
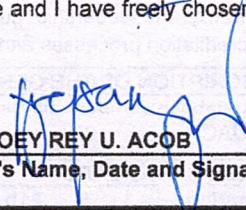
None required

21c. Training

None required

21d. Eligibility

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 | |
| 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. 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. | | 3 | |
| 3.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 | |
| 4. 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 | |
| 5. 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 | |
| 6. 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 | |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | Competency Level | |
| Percentage of Working Time | (State the duties and responsibilities here:) | (Indicate the required Competency Level here) | |
| 30% | 1. Develop and maintain database systems for collection, reporting, and use of data ofor quality assurance, decision-making and analytics systems of the university. | 1 | |
| 30% | 2. Provide administrative and technical support to quality assurance and enhancement at all levels of the University such as preparation of materials needed for accreditation of programs in the VSU system. | 1 | |
| 20% | 3. Record, analyze data and provide interpretation of results and monitor implementation of quality standard set by accrediting bodies. | 1 | |
| 20% | 4. Perform other tasks relevant to the function of the Quality Assurance Center. | 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. | | | |
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| CHRISTAN MIKHAEL D. RESTOR | | JOEY REY U. ACOB | |
| Employee's Name, Date and Signature | | Supervisor's Name, Date and Signature | |