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|---|-------------------------|--|---|--|--------------------------|
| 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 III (Bookkeeper II) | | |
| 2. ITEM NUMBER | | | 3. SALARY GRADE | | |
| ADAS3-2-2010 | | | 9 | | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS | | | | | |
| <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality | | <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class | | <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT | | | 6. BUREAU OR OFFICE | | |
| VISAYAS STATE UNIVERSITY | | | OFFICE OF HEAD OF ACCOUNTING | | |
| 7. DEPARTMENT / BRANCH / DIVISION | | | 8. WORKSTATION / PLACE OF WORK | | |
| OFFICE OF THE DIRECTOR OF FINANCE | | | VSU, BAYBAY CITY, LEYTE | | |
| 9. PRESENT APPROP ACT | 10. PREVIOUS APPROP ACT | 11. SALARY AUTHORIZED | | 12. OTHER COMPENSATION | |
| NA | NA | 20,340.00 | | 2,000.00 | |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | | |
| ACCOUNTANT IV | | | CHIEF ADMIN. 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, CALCULATOR, PHOTOCOPIER/SCANNER | | | | | |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS | | | | | |
| 17a. Internal | | Occasional | Frequent | 17b. External | |
| | | | | Occasional | Frequent |
| Executive / Managerial | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | General Public | <input type="checkbox"/> |
| Supervisors | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other Agencies | <input type="checkbox"/> |
| Non-Supervisors | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Others (Please Specify): | |
| Staff | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| 18. WORKING CONDITION | | | | | |
| Office Work | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other/s (Please Specify) | |
| Field Work | | <input type="checkbox"/> | <input type="checkbox"/> | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION | | | | | |
| TO CONTROL AND MONITOR RELEASES OF DBM AND RESEARCH PROJECTS | | | | | |

| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) | | | |
|--|--|--|--|
| Prepares Financial Reports and Statements | | | |
| 21. QUALIFICATION STANDARDS | | | |
| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
| Completion of 2 years studies in college | 3 years of relevant experience | 4 hours of relevant trainings | CS (Subprofessional) First 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 | | | 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. 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 (Level 1) | | | 1 |
| 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. (Level 1) | | | 1 |
| 5. 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. (Level 1) | | | 1 |
| 6. 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/ payments in accordance with relevant rules and regulations (Level 1) | | | 1 |
| 7. Fiscal management- Applies the protocols required to safeguard and effectively utilize financial resources to attain university amndate and use said resources economically by ensuring decisions and operations are implementes in compliance with applicable laws, policiwa, pecedures, standards, and regulations (level 1) | | | 1 |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | | Competency Level |
| Percentage of Working Time | (State the duties and responsibilities here:) | | |
| 25% | 1. Post entries to BAOM and generates reports of disbursements. | 1 | |
| 30% | 2. Prepares Financial Statements and Reports | 1 | |
| 20% | 3. Post entries to General Ledgers and special journals | 1 | |
| 10% | 4. Prepares schedules of Cash Advances, Accounts & Other Receivables, etc. | 1 | |
| 10% | 5. Prepares Bank Reconciliation (IGF/ BRF & Trust Receipts) | 1 | |
| 5% | 6. Prepares other reports needed by other agencies | 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. | | | |
|  NÓRIETA B. BUSTILLO 11/22/22 Employee's Name, Date and Signature | |  NICK FREDDY R. BELLO 11/22/2022 Supervisor's Name, Date and Signature | |