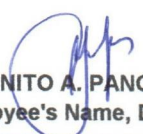



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|--|--|---|---|--|--|
| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017) | | | 1. POSITION TITLE (as approved by authorized agency with parenthetical title) Administrative Officer III | | |
| 2. ITEM NUMBER ADOF3-23-2004 | | | 3. SALARY GRADE SG-14 | | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS | | | | | |
| <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality | | <input checked="" 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 Visayas State University | | | 6. BUREAU OR OFFICE Office of the Vice for Student Affairs Services | | |
| 7. DEPARTMENT / BRANCH / DIVISION Office of the Dean of Students | | | 8. WORKSTATION / PLACE OF WORK Office of Scholarship, Grants and Awards and Office of the Institutional Student Programs and Services | | |
| 9. PRESENT APPROP ACT | | 10. PREVIOUS APPROP ACT | | 11. SALARY AUTHORIZED | |
| | | | | 27,755 | |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR Dean of Students | | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR VP for Students Affairs | | |
| 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i> | | | | | |
| POSITION TITLE | | | ITEM NUMBER | | |
| Administrative Officer III | | | ADOF3-23-2004 | | |
| 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Psychological Test Materials, Computer, Telephone, Cell Phone | | | | | |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS | | | | | |
| 17a. Internal | | Occasional | Frequent | 17b. External | |
| Executive / Managerial | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | General Public | |
| Supervisors | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Other Agencies | |
| Non-Supervisors | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Others (Please Specify): _____ | |
| Staff | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| 18. WORKING CONDITION | | | | | |
| Office Work | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other/s (Please Specify) | |
| Field Work | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Institutional Student Programs and Services are services and programs designed to pro-actively respond to the basic health, food, shelter, and safety concerns of students including students with special needs and disabilities and the school. | | | | | |

| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) | | | |
|---|---|--|--|
| Plans and design testing program and services for the students of various degree programs in the university system; administers, scores and interprets psychological test results of students to enhance student motivation, evaluate learning outcomes, and diagnose strenghts and weaknesses; provides concrete and useful assessment as an aid in counseling process; assists counselors, teachers and administrators to understand the learners individually and collectively through testing results and conducts correlation research related to test results of students. | | | |
| Plan and implement programs and activities to facilitate the delivery of essential services such as program marketing, recruitment of students, admission, housing, and spiritual upliftment of students including services for the students with special needs; expedite billing preparation for the tuition and other school fees, submit students for tertiary education subsidy and facilitate loan application of students; facilitate proper implementation of the scholarships and grants to deserving students; facilitate accomodation of students in dormitories and cottages and maintain these facilities, and coordinate with other student support units in the delivery of programs on foods, health and security and safety, sports, cultural, and community involvement. | | | |
| Initiate the search for possible scholarship programs for student of good standing that they can avail of; initiate the evaluation of students academic standing in coordination with the Office of the Registrar in search for high scholastic standing students; initiate the nominations of students for recognition of nationally competitive grants and awards. | | | |
| 21. QUALIFICATION STANDARDS | | | |
| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
| College Graduate | 4 hours of relevant training | 3 years of relevant experience | Career Service (Professional) Second Level Eligibility |
| 21e. Core Competencies | | | Competency Level |
| Exemplifying Integrity and Professionalism Delivering Service Excellence Communication Savvy Interpersonal relationship management Change Adaptation Gender-responsive managment | | | Level 2 Level 2 Level 2 Level 2 Level 2 Level 2 |
| 21f. Leadership Competencies | | | Competency Level |
| Administrative Services Management Documents and Records Management Use of Information Technology and Communicatgions Technology Critical Thinking and Problem Solving Waste Managment Facilitation | | | Level 2 Level 3 Level 2 Level 2 Level 2 |
| 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) |
| N/A | | | |
| 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. | | | |
|  JUNITO A. PANONCE 7/08/2020 Employee's Name, Date and Signature | |  MANOLO B. LORETO, JR. 07/13/2020 Supervisor's Name, Date and Signature | |