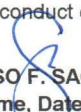



| | | | |
|---|-------------------------------------|---|--------------------------|
| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017) | | 1. POSITION TITLE (as approved by authorized agency) with parenthetical title ADMINISTRATIVE AIDE VI (CLERK III) | |
| 2. ITEM NUMBER | | 3. SALARY GRADE | |
| VIS CAB-ADA6- 91-2004 | | 6 | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS | | | |
| <input type="checkbox"/> Province <input 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 | | VISAYAS STATE UNIVERSITY | |
| 7. DEPARTMENT / BRANCH / DIVISION | | 8. WORKSTATION / PLACE OF WORK | |
| CASH DIVISION | | VISAYAS STATE UNIVERSITY, BAYBAY CITY, LEYTE | |
| 9. PRESENT APPROP ACT | 10. PREVIOUS APPROP ACT | 11. SALARY AUTHORIZED | 12. OTHER COMPENSATION |
| | | PER ANNUM P 194,400.00 | ACA/PERA P 24,000.00 |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | |
| SUPERVISING ADMINISTRATIVE OFFICER | | CHIEF ADMINISTRATIVE OFFICER/DIRECTOR OF FINANCE | |
| 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, BALLPEN, TELEPHONE, COPIER | | | |
| 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 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 type="checkbox"/> | <input type="checkbox"/> | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION | | | |
| The office is entrusted to handle cash management which involves collection, safekeeping and disbursement of funds of the university. It offers collection services, disbursement of funds and students services. | | | |

| 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. | | | |
| 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/ payments in accordance with relevant rules and regulations. | | | 1 |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | | Competency Level |
| Percentage of Working Time | (State the duties and responsibilities here:) | | |
| 30% | 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 | |
| 10% | Monitors and prints transaction slips and deposit slips emailed/sent by clients and students online through the cash office official email accounts | 1 | |
| 10% | Summarize and reconcile payment transactions through remittance agencies like palawan pawnshop, etc. | 1 | |
| 5% | Request Bank Statement to the depository bank for verification of fund releases from other agencies and deposited payments from students and clients. | 1 | |
| 5% | Submit communications, various requests, ACIC, PACS & LDDAP-ADA to the university's depository bank. | 1 | |
| 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 | |
| 5% | Maintain the back-up files of the office through the created university server. | 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. | | | |
|  CELSON F. SACRO 4/1/21 Employee's Name, Date and Signature | |  QUEEN-EVER M. ATUPAN 4/1/21 Supervisor's Name, Date and Signature | |