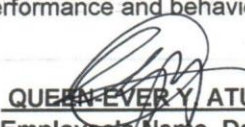



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency)</b> <b>with parenthetical title</b>  <b>SUPERVISING ADMINISTRATIVE OFFICER</b>			
<b>2. ITEM NUMBER</b>  <b>VISCAB-SADOF-10-2004</b>		<b>3. SALARY GRADE</b>  <b>22</b>			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<div><input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality</div> <div><input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class</div> <div><input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special</div>					
<b>5. DEPARTMENT, CORPORATION OR AGENCY/</b> <b>LOCAL GOVERNMENT</b>  <b>VISAYAS STATE UNIVERSITY</b>		<b>6. BUREAU OR OFFICE</b>  <b>CASH OFFICE</b>			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  <b>FINANCE DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>  <b>VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE</b>			
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
		<b>P 65,319.00</b>	<b>ACA/PERA- P 2,000.00</b>		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <b>DIRECTOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <b>VP FOR ADMIN AND FINANCE</b>			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<b>POSITION TITLE</b>		<b>ITEM NUMBER</b>			
Administrative Officer I ( Collecting Officer )		ADOF1-30-2004			
Administrative Aide IV		ADA4-116-2004			
Administrative Aide III		ADA3-194-2004			
Administrative Aide III		ADA3-191-2004			
Administrative Aide III		Casual (2)			
Administrative Aide I		JO(4)			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> <b>COMPUTER, PRINTER, SCANNER, TELEPHONE, BALLPEN, PENCIL</b>					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b> <b>Planning and implementation of policies relative to cash management to ensure safekeeping and proper utilization of funds.</b>					
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b> <b>Planning, directing and supervision of cash collections and disbursements, evaluation of vouchers, maintaining cash books and preparation of monthly reports while ensuring the security, integrity and proper utilization of government funds.</b>					
<b>21. QUALIFICATION STANDARDS</b>					
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>		
Bachelor's Degree with at least 18 units of Masteral units.	3 YEARS OF RELEVANT EXPERIENCE	16 HOURS OF RELEVANT TRAINING	CAREER SERVICE (PROF.) 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		2
21f. Leadership 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. 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
4. 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
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.		2
6. Budget Management - Packages and submits responsive budgetary proposal to finance programmed projects and activities for the following year and applies the protocols required for effective budgetary utilization by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations.		2
7. Fiscal Management - Applies the protocols required to safeguard and effectively utilize financial resources to attain university mandate and use said resources economically by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations.		3
8. 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. 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.		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
40%	1. Plans, directs & supervises cash office operations to ensure attainment of its mandate & targets & to ensure zero errors.	2
20%	2. Regularly monitors NCA releases and its utilization and coordinate with other units to ensure that BUR disbursement targets are attained.	2
15%	3. Reviews accuracy of checks issued and required reports.	2
10%	4. Prepares accountability report and monitors/updates bond of accountable officials.	2
5%	7. Performs other functions as assigned from time to time	2
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.		
 QUEEN EVER Y. ATUPAN, 11/11/2019 Employee's Name, Date and Signature		 LOUELLA C. AMPAC, 11/11/2019 Supervisor's Name, Date and Signature