

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

Chief Administrative Officer

2. ITEM NUMBER

CADOF-3-2004

3. SALARY GRADE

24

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

☐ Province
☒ City
☐ Municipality

☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐

☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

Office of the Director for Administrative Services

7. DEPARTMENT / BRANCH / DIVISION

Office of the Director for Administrative Services

8. WORKSTATION / PLACE OF WORK

VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY,
LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

P 86,742.00

ACA/PERA- P 2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Vice-President for Administration & Finance

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

University President

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

POSITION TITLE

ITEM NUMBER

1.Jessamine C. Ecleo
2. Queen-ever Y. Atupan
3. Alicia M. Flores
4.Maria Roberta S. Miraflor
5. Nevin A.Pacada

Information Systems Analyst 1-INFOSA1-1-2022
Supervising Administrative Officer-SADOF10-2004
Administrative Officer III-ADOF3-21-2004
Administrative Officer II-ADOF2-29-2004
Administrative Assistant II-ADAS2-46-2004

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

telephone, fax machine, books, laptop, printer, internet,pen,paper

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<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

Provide leadership and management of units and personnel in providing efficient and effective administrative support relating to legal assistance,information,records, delivery and receipt of correspondence, supplies, equipment, inventory management procurement, collections, disbursement, security and custodial work

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

Coordinate the activities and operation of administrative units providing personnel,financial, property, records and other basic support services to the University

21. QUALIFICATION STANDARDS


21a. Education	21b. Experience	21c. Training	21d. Eligibility
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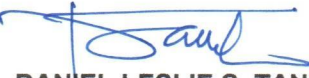
Masteral degree	4 years in position/s involving management and supervision	24 hours of training in management and supervision	Career Service (Professional) Second Level Eligibility
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of 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			3
21f. Leadership Competencies			Competency Level
1. Thinking Strategically and Creatively- Dreams and envisions what the future looks like for the university, thinks dimensionally, crafts strategic goals and strategies to attain that future, identifies connections that are not obviously connected and comes up with new and creative ideas to enhance organizational effectiveness and responsiveness.			1
2. Creating and Nurturing a High Performance Organization- Creates a high performing organizational culture that is purpose driven, results-based, client focused and team-oriented.			1
3. Building Collaborative and Inclusive Working Relationships- Builds a network of reciprocal, high trust and synergistic working relationship among employees within the organization and across other government and non-government organizations to leverage and maximize opportunities for strategic partnership with external stakeholders.			1
21g. 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			3
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.			3
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. 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.			3
5. Risk Management- Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.			3
6. Report Writing - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management.			3
7. 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
8. Sharing Expertise and Linkaging- Shares technical expertise and links with other institutions through the conduct of trainings, seminar-workshops, lectures, conferences and consultancy services to increase knowledge, skills and expertise of clients based on pre and post evaluations.			3
9. Resource Mobilization Management- Allocates limited resources in an effective manner through efficient utilization of funds, time, human and other resources to deliver respective tasks and generate solutions to challenges in the workplace			3
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level

Percentage of Working	(State the duties and responsibilities here:)	
40%	Provides leadership and management of units and personnel under the division in providing efficient and effective administrative support relating to legal assistance (in the absence of a Legal Officer), information, records & archives management, delivery and receipt of correspondence, custody/guardianship of supplies, materials & equipment, inventory management, procurement, collections and fund disbursements, messengerial and janitorial/custodial services;	3
20%	Studies and reviews existing administrative systems, processes and procedures and proposes/introduces innovation for its continual improvement to assist the VP for Administration and Finance in providing a more efficient and effective general administrative and support services to the trilogy of functions of the university in order also to comply with the standards of accrediting bodies, among others, ISO 9001:2015 & AACUP.	3
20%	Customizes general laws and policies, rules and regulations issued by various governing bodies making said laws, policies, rules and regulations adoptive to the work culture and academic environment for easier compliance by the entire university family	3
10%	Assists in the interpretation of laws, rules and regulations, conduct of legal researches as well as handle administrative, civil and criminal cases where the VSU is party-litigant in support or in the absence of a Legal Officer.	3
10%	Performs other functions mandated of the office and as directed by the Vice President for Administration and the University President	3

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.


RYSAN C. GUINOCOR 02/03/2022
Employee's Name, Date and Signature


DANIEL LESLIE S. TAN 02/03/2022
Supervisor's Name, Date and Signature