

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

ADMINISTRATIVE OFFICER V (CASHIER III)

2. ITEM NUMBER

ADOF5-29-2023

3. SALARY GRADE

SG-18

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

☐ Province
☒ City
☐ Municipality

☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

STATE UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

CASH OFFICE

8. WORKSTATION / PLACE OF WORK

OFFICE OF THE DIRECTOR OF ADMINISTRATIVE SERVICES

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

P_____ ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

SUPERVISING ADMINISTRATIVE OFFICER

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DIRECTOR FOR ADMINISTRATIVE SERVICES

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, BALLPEN, LEDGERS, PENCIL, TELEPHONE, MOBILE PHONE

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial
Supervisors
Non-Supervisors
Staff

☐
☒
☒
☒

☒
☐
☐
☒

General Public
Other Agencies
Others (Please Specify): _____

☐
☒

☒
☐

18. WORKING CONDITION

Office Work
Field Work

☒
☐

☐
☐

Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION


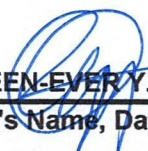
Provides Collection and Disbursement services to all clients of the University.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Supervises accounts and is responsible for the receipt, custody and disbursement of funds. Manages the disbursement section of the cash office and monitors payments to payees, service providers and remittances to agencies.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree	2 years of relevant experience	8 hours of relevant training	C S (Professional) 2nd Level
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - Demonstrates high standards of professional behaviour as public servants, adhering to ethical as well as moral principles, values, and standards of public office and promotes the highest standards for individual and university performance by upholding university mandate, core values, policies and guidelines taking into consideration impact of one's actions and decisions in ensuring that public interest is upheld at all times.			2
2. Delivering Service Excellence - Complies with VSU's established standards of delivery or service level agreements and delivers explicit requirements of customers; provides proactive, responsive, accessible, courteous and effective public service to provide the highest level of customer satisfaction which exceeds customer's expectation.			2
3. Communication Savvy - Effectively delivers messages that simply focus on facts or information; receives and conveys ideas, instructions, information by using appropriate language, method and manner to ensure the audience understands the message and takes necessary action. Makes clear and convincing oral presentations to individual or groups; listens effectively and clarifies information as needed.			2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and works 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 enabling environment for gender equality and women empowerment by creating awareness of gender and development and formulates guidelines and strategies to address gender-related problems and issues.			1
21f. Functional Competencies			Competency Level
1. 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
2. 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
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.			2
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.			2
5. 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.			2
6. 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.			2
7. 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
8. Quality Assurance - Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies.			2

9. 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.	2
10. Peer Mentoring - Develops and equips junior faculty for higher level position through learning by observing and doing; collaborative teaching, research and extension activities; partnership in writing publications and participation in conferences and technical fora, so that VSU's academic excellence will be sustained.	2
11. 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

21g. 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. Leading Change - Generates genuine enthusiasm and momentum for organizational development and change by engaging and involving groups and stakeholders to understand, support, commit and own the change agenda and to advance and sustain same for organizational effectiveness.	1
4. 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
5. Managing Performance and Coaching for Results - Creates an enabling environment which will nurture and sustains a performance based coaching culture for increased effectiveness of employees and a strong focus in developing people for current and future needs thru an active and continuing staff development program for organizational effectiveness.	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	
20%	Act as Head of the disbursement section of the Cash Office.	1
10%	Review and monitoring of Cash Balances for all Funds.	1
20%	In-charge of check payments preparation for MDS/RAF Fund.	1
10%	Prepare monthly NCA Release Status Report.	1
10%	Update and maintain Cash Book and Check Disbursement Record for General/MDS Fund.	1
10%	Supervise and monitor payments to payees, service providers and remittances.	1
15%	Review and sign checks and debit advices for the bank.	1
5%	Does other related task as assigned by the supervisor.	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.	
 WILMA V. NAPIERE 11/4/14	 QUEEN-EVERY Y. ATUPAN 11/5/14
Employee's Name, Date and Signature	Supervisor's Name, Date and Signature