

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 V**

2. ITEM NUMBER

VISAB-ADOF5-26-2023

3. SALARY GRADE

18

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

STATE UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

PROCUREMENT OFFICE

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 46,725.00

ACA/PERA- P 2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

DIRECTOR FOR ADMINISTRATIVE SERVICES

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VP FOR ADMINISTRATION AND FINANCE

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

POSITION TITLE

ITEM NUMBER

Administrative Officer III  
 Administrative Officer I  
 Administrative Assistant I  
 Administrative Aide VI  
 Administrative Aide VI  
 Administrative Aide IV  
 Administrative Aide III  
 Clerks  
 Utility Messenger

Casual (1)  
 JO (7)  
 JO (1)

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

COMPUTER, PRINTER, SCANNER, TELEPHONE, BALLPEN, PENCIL

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)


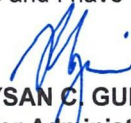
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Directs the university activities related to procurement planning, acquisition of SMEs, and contract management

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

Supervises the functions of the three (3) sections of the Procurement Office, namely, (1) Procurement Planning, (2) BAC Secretariat, and (3) Contract Management.



21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
BACHELOR'S DEGREE	2 YEARS OF RELEVANT EXPERIENCE	8 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 Savvy - 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. 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
Percentage of Working Time	(State the duties and responsibilities here:)		
30%	1.Provides leadership in the planning and implementation of the procurement activities of the university	2	
30%	2. Provides over-all management task for the functions of Procurement Planning, BAC Secretariat and Contract Management sections in the Procurement Unit	2	
10%	3. Provides leadership of the functions of the appointed BAC Secretariat	2	
20%	4. Prepare and/or review and sign Procurement and BAC-related reports and documents	2	
5%	5. Submits reports requested or required by regulatory bodies & other units of the university	2	
5%	6. Performs other functions as directed by supervisor	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.			
 <b>JESSAMINE C. ECLEO</b> Employee's Name, Date and Signature		 <b>RYSAN C. GUINOCOR</b> Director for Administrative Services Supervisor's Name, Date and Signature	