Republic of the Philippines	POSITION TITLE (as approved by authorized agency) with parenthetical title			
POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)	ACCOUNTANT II			
2. ITEM NUMBER	3. SALARY GRADE			
A2-1-2006	16			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS				
☐ City ☐ 2nd ☐ 3rd ☐ 3rd	Class			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	6. BUREAU OR OFFICE			
LOCAL GOVERNMENT				
VISAYAS STATE UNIVERSITY	OFFICE OF THE HEAD OF ACCOUNTING			
7. DEPARTMENT / BRANCH / DIVISION	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			
	P36,628 ACA/PERA- P 2,000.00			
13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
ACCOUNTANT IV	CHIEF ADMINISTRATIVE OFFICER			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUI				
POSITION TITLE	ITEM NUMBER			
Admin Aide III	ADA3-191-2004			
Admin Aide IV	ADA4-113-2004			
Admin Aide IV Admin Aide VI	ADA4-136-2004			
Admin Aide VI	ADA6-102-2004			
Admin Asst II	ADA6- 90-2004			
Admin Asst III	ADAS2-48-2004			
Admin Aide III	ADAS3- 2-2010 ADA3-184-2004			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK COMPUTER, PRINTER, SCANNER, TELEPHONE, CALCULATOR, BOND PAPER, BALLPEN, PENCIL				
17. CONTACTS / CLIENTS / STAKEHOLDERS				
17a. Internal Occasional Frequent	17b. External Occasional Frequent			
Executive / Managerial	General Public Other Agencies			
Non-Supervisors	Other Agencies Others (Please Specify):			
Staff	(
18. WORKING CONDITION				
Office Work	Other/s (Please Specify)			
Field Work				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides comprehensive and reliable data and reports in a given period and controls over all expenditures of the university.				
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)				
Assist in administrative duties and any other tasks that contribute to the function of the Office of the Head Accountant.				

21a. Education	21b. Experience	21c. Training	21d. Eligibility	
Bachelor's degree in Commerce/Business Administration major in Accounting	1 year of relevant experience	4 hours of relevant training	RA 1080	
21e. Core Competencies			Competency Level	
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	
Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			2	
Communication Savy - Effectively delivers messages that simply focus on facts or information;			2	
Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			2	
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	
Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems			1	
21f. Leadership Comp			Competency Level	
 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	
 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. 			2	
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.			2	
4. 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	
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. 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	
 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	
22. STATEMENT OF DUTI	ES AND RESPONSIBILITIES (Tec	hnical Competencies)	Competency Level	
Percentage of Working Time	(State the duties and re			
30%	Reviews various vouchers and sup		2	
30%	Assists in the preparation of Finan		2	
20%	Reviews the liquidation of cash addocuments of disbursements.	vances and supporting	2	
10%	Acts as the Officer-in-Charge (OIC the Accounting Office.) in the absence of the Head of	2	
10%	Performs other related tasks as ma time by supervisor.	ay be assigned from time to	2	
23. ACKNOWLEDGMENT	23. ACKNOWLEDGMENT AND ACCEPTANCE:			

21. QUALIFICATION STANDARDS

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.

NICK FREDDY R. BELLO Employee's Name, Date and Signature

ERLINDA \$. ESGUERRA

Supervisor's Name, Date and Signature