

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 III**

**2. ITEM NUMBER**

VISCAD- ADF3- 45- 2023

**3. SALARY GRADE**

14

**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**

PROCUREMENT

**8. WORKSTATION / PLACE OF WORK**

VSU, BAYBAY CITY, LEYTE

**9. PRESENT APPROP ACT**

**10. PREVIOUS APPROP ACT**

N/A

**11. SALARY AUTHORIZED**

₱35,434.00

**12. OTHER COMPENSATION**

ACA/PERA P2,000.00

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

PROCUREMENT HEAD

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

DIRECTOR OF 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

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

**18. WORKING CONDITION**

Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

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

Provides support services to the university in terms of the actual procurement of its needed goods, consulting services, and infrastructure projects and act as support unit to the university's Bids and Awards Committee (BAC)

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

Directly supervises the staff assigned in the Procurement Planning, BAC Secretariat, and Contract Management sections in the Procurement Office; and acts as a BAC Secretariat

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree relevant to the job	1 years of relevant experience	4 hours of relevant training	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	1	

21f. 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	2	
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.	3	
3. 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	
4. 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	
5. 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. 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	
7. Procurement Management- Effectively undertakes procurement planning, programming, project management, and requirement specifications to facilitate achievement of organisational or agency program of work, goals and targets. Procurement should support plans, goals and targets such that acquisitions are undertaken within the specific acceptable timetable, budget and to appropriate specifications. The approved Annual Procurement Plan	3	
8.. 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	

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level	
Percentage of Working Time	(State the duties and responsibilities here:)		
60%	Directly supervises the staff assigned in the Procurement Planning, BAC Secretariat, and Contract Management sections in the Procurement Office	2	
35%	Acts as a BAC Secretariat assigned in the preparation of BAC Resolutions, contracts, awards, and other BAC and procurement-related communications	2	
5%	Does other tasks assigned by the immediate 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>LILIBETH VICTORIA V. PAGALAN</b> Employee's Name, Date and Signature 1/24/25	 <b>JESSAMINE C. ECLEO</b> Supervisor's Name, Date and Signature 1/24/25
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