

8

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 I	
2. ITEM NUMBER		3. SALARY GRADE	
ADOF1-53-2023		10	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
Province	1st Class	5th Class	
City	2nd Class	6th Class	
Municipality	3rd Class	Special	
	4th Class		
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
STATE UNIVERSITIES & COLLEGES		VISAYAS STATE UNIVERSITY	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
PHYSICAL PLANT OFFICE		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
		24,381.00	ACA/PERA 2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
UNIT HEAD, ICU		DIRECTOR, GenSO	
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, CAMERA, WRENCH, SCREW DRIVER and MULTI TESTER			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial			General Public
Supervisors	/		Other Agencies
Non-Supervisors	/		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 SUPPORT TO UNIVERSITY WIDE MAINTENANCE AND CALIBRATION OF LABORATORY INSTRUMENTS			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
FACILITATE and MONITOR MAINTENANCE and CALIBRATION SCHEDULE OF UNIVERSITY LABORATORY INSTRUMENTS.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
BACHELORS DEGREE RELEVANT TO THE JOBS	None Required	None Required	C S (Professional)2nd Level
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			3
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			3
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;			3
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			3

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.	3	
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems	3	
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	3	
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. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	3	
4. 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	
5. 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	
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level	
Percentage of Working Time	(State the duties and responsibilities here:)	
25%	1. Create maintenance schedule and generate work orders	3
25%	2. Assist and evaluate performances of mechanical equipments heating, refrigeration and airconditioning system, vehicles and	3
20%	3. Facilitate and monitor annual maintenance of vehicles and generator.	3
15%	4. Writing technical reports and documentation essential to maintenance management plan.	3
15%	5. Performs additional duties and functions assigned by superior, Vice President and the 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.		
DODONG NEIL L. BARRIENTOS		CLINT C. SARVIDA
Employee's Name, Date and Signature		Supervisor's Name, Date and Signature