



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <p style="text-align: center;"><b>Registrar III</b></p>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
R3-2-2000		SG 18			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province  <input checked="" type="checkbox"/> City  <input type="checkbox"/> Municipality         </div> <div> <input type="checkbox"/> 1st Class  <input type="checkbox"/> 2nd Class  <input type="checkbox"/> 3rd Class  <input type="checkbox"/> 4th Class         </div> <div> <input type="checkbox"/> 5th Class  <input type="checkbox"/> 6th Class  <input type="checkbox"/> Special         </div> </div>					
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>			
VISAYAS STATE UNIVERSITY		Registrar's Office			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
VISAYAS STATE UNIVERSITY		VSU, BAYBAY CITY, LEYTE			
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
University Registrar		Vice President for Academic Affairs			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE		ITEM NUMBER			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
DESKTOP COMPUTER, PRINTER, STAPLER, BALLPEN, PENCIL					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
Executive / Managerial		<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	
Supervisor		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Students <input checked="" type="checkbox"/>	
<b>18. WORKING CONDITION</b>					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
The Office of the Registrar coordinates and controls activities in the formulation and enforcement of policies on enrollment, accreditation, graduation and other related academic activities. It is primarily responsible for the updating and evaluation of scholastic records/ credits for purposes of accreditation of transfer units, determination of curricular level, scholastic standing, promotion and graduation. It is also responsible in the custody, security, integrity and safekeeping of student records in strict confidentiality.					



<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
In-charge in preparing & issuing transcript of records, transfer credentials, certifications and evaluation of records of assigned courses. Prepares, consolidates list of candidates for graduation and latin honors, compute contact hours of instructors and performs other duties as directed by the supervisor.			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Bachelor's degree relevant to the job	2 years of relevant experience	8 hours of relevant training	Career Service (Professional) Second Level Eligibility
<b>21e. Core Competencies</b>			
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 and issues.			1
<b>21f. Functional Competencies</b>			<b>Competency Level</b>
1. Administrative Services Management - Develops programs and projects and mobilizes 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. Critical Thinking and Problem Solving - Analyzes, computes and interpretes results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment			2
3. Documents and Records Management - Applies and adopts records and 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
4. Use of Information and Communication 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. 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
6. Project Management - Facilitates smooth implementation of projects, work or activities through information collection from and provision to concerned parties, departments or individuals.			3
7. Monitoring and Evaluation - Gathers and analyses 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.			2
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			<b>Competency Level</b>
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		
25%	1. Prepares and issues transcript of records, transfer credentials, certifications and checklist with grades of students		1
20%	2. Checks and evaluates student records of assigned courses.		1
15%	3. Prepares and consolidate the lists of graduating students for submission to different departments and College Deans		1
10%	4. Determine, compute and re-check candidates for latin honors of assigned courses and submit to the in-charge for consolidation		1
10%	5. Compute contact hours and maximum credit hours of part-time instructors and the requested subjects and submit report to ODAHRD and PRPEO.		1
5%	6. Checks, evaluates and accept credentials and issues enrolment forms to new students.		1
5%	7. Prepares permanent records of new students and file enrolment forms and other pertinent documents		1
5%	8. Checks and process employment verification and application for change of name and updates the permanent records.		1
5%	9. Performs other functions as directed by supervisor.		1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>			
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>RENATO A. MAALA</b> - July 9, 2020 Employee's Name, Date and Signature		 <b>MARWEN A. CASTAÑEDA</b> - July 9, 2020 Supervisor's Name, Date and Signature	