

 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) ADMINISTRATIVE OFFICER III			
2. ITEM NO.: <u>U/SCAB-ADOPg-21-2004</u>		3. SALARY GRADE: 14			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class <input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE			
7. DEPARTMENT/BRANCH/DIVISION Records Office & Archives Center		8. WORKSTATION/PLACE OF WORK VSU , Baybay City, Leyte			
9. PRES. APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER		
		<u>P 303,980.00</u>			
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Chief Administrative Officer		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President for Admin. & Finance			
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED Ms. Graciana M. Espinosa, Adm. Aide VI; Mr. Virgilio C. Acilo, Adm. Aide III; Mr. Alex P. Bagarinao, Admin. Aide II, Mr. Jay Monn T. Berondo, JO					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, photocopier, calculator, stapler, puncher, etc.					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
17b. External		Occasional		Frequent	
Executive/Managerial Supervisors		()		(x)	
Non Supervisors		()		(x)	
Staff		()		(x)	
General Public		(x)		()	
Other Agencies		(x)		()	
Others (Please specify:		()		()	
18. WORKING CONDITION					
Office Work		(x)		Other/s (Please Specify)	
Field Work		(x)			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Keeps custody of University's records/documents.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Plans, implements and controls the activities of the office.					
21. QUALIFICATION STANDARDS					
21a. Education		21b. Experience		21c. Training	
21d. Eligibility					
Bachelor's degree		3 yrs relevant experience		16 hrs relevant training	
Career Service Prof. Eligibility					

21e. CORE COMPETENCIES	Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1
21f. ORGANIZATIONAL COMPETENCIES	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1
6. Managing information - Collects, organizes & maintain data.	1
21g. TECHNICAL COMPETENCIES	Competency Level
Provides support and clerical services in the management and supervision of IGP projects of the University.	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. Records Management Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.	
1. Supervises, monitors the staff of the office in the implementation of their functions;	1
2. Assumes full responsibility for the custody and safekeeping of university's official records and documents and 201 files of all VSU personnel;	1
3. Introduces innovations for the improvement of the systems and procedures of records keeping and management;	1
4. Directs the proper implementation of records management activities;	1
5. Plans and directs the inventory of records and evaluates/analyses records for retention and disposal;	1
6. Acts as Document Officer of VSU-ISO and Secretary of Admin. Scholarship Committee, Honors and Awards Committee, Suggestion & incentive Awards Committee, etc;	1
7. Maintains the preservation of the Archives Center.	1
22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.	
22b 1. Encodes minutes of meetings, records inventory and requests for disposal, OPCR/IPCR, etc.	1
22c. Performs other related tasks as may be assigned from time to time 22c 1 Attends to meetings as member of investigation committees;	1
22c 2. Supervises/gathers documentary evidences/documents for accreditation.	1
23. ACKNOWLEDGMENT AND ACCEPTANCE	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
 ASTERIA A. SEVILLA Employee's Name, Date and Signature	 LOURDES B. CANO Supervisor's Name, Date and Signature