| Republic of the Philippines<br>**POSITION DESCRIPTION FORM**<br>**DBM-CSC Form No. 1**<br>(Revised Version No. 1 , s. 2017) | 1. POSITION TITLE (as approved by authorized agency) with parenthetical title<br><br>**REGISTRAR II** |
|---|---|

**2. ITEM NUMBER**

**VISCAB- R2-1-2001**

**3. SALARY GRADE**

15

**4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS**

| ☐ Province | ☐ 1st Class | ☐ 5th Class |
|---|---|---|
| ☑ City | ☐ 2nd Class | ☐ 6th Class |
| ☐ Municipality | ☐ 3rd Class | ☐ Special |
| | ☐ | |

| **5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT** | **6. BUREAU OR OFFICE** |
|---|---|
| VISAYAS STATE UNIVERSITY | OFFICE OF THE UNIVERSITY REGISTRAR |

| **7. DEPARTMENT / BRANCH / DIVISION** | **8. WORKSTATION / PLACE OF WORK** |
|---|---|
| OFFICE OF THE UNIVERSITY REGISTRAR | VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY, LEYTE |

| **9. PRESENT APPROP ACT** | **10. PREVIOUS APPROP ACT** | **11. SALARY AUTHORIZED** | **12. OTHER COMPENSATION** |
|---|---|---|---|
| | | P35, 097.00 | ACA/PERA- P 2,000.00 |

| **13. POSITION TITLE OF IMMEDIATE SUPERVISOR** | **14. POSITION TITLE OF NEXT HIGHER SUPERVISOR** |
|---|---|
| REGISTRAR IV | VICE PRESIDENT FOR ACADEMIC AFFAIRS |

**15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED**

| POSITION TITLE | ITEM NUMBER |
|---|---|
| NONE | N/A |

**16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK**

COMPUTER SET (DESKTOP/LAPTOP), PRINTER, SCANNER, IP/TELEPHONE, BALLPEN, PENCIL, SCISSORS, GLUE, PUNCHER, STAPLER

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

| 17a. Internal | Occasional | Frequent | 17b. External | Occasional | Frequent |
|---|---|---|---|---|---|
| Executive / Managerial | ☑ | ☐ | General Public | ☐ | ☑ |
| Supervisors | ☐ | ☑ | Other Agencies | ☐ | ☑ |
| Non-Supervisors | ☐ | ☑ | Others (Please Specify): | Students & Faculty members | |
| Staff | ☐ | ☑ | | | |

**18. WORKING CONDITION**

| Office Work | ☑ | ☑ | Other/s (Please Specify) |
|---|---|---|---|
| Field Work | ☐ | ☐ | |

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

Providing an efficient and effective student support services such as: evaluation of student's academic records for the purpose of admission and determine credits for graduation; preparation of list for graduation and other university purposes; attending to requests of student credentials, transfer credentials, certifications, and other related documents; and compliance and enforcement of CHED rules and regulation as well as university policies regarding the sequence of subjects, course content, semestral load, residence requirements, cross enrollment, and others.

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

Evaluating and updating of student's permanent records, processing applications for verifications of records, checking and preparing list of candidates for graduation and furnishing copies to departments, preparing of student credentials/records, transfer credentials, certifications, and other related documents, processes student requests of changing of subjects enrolled, dropping of subjects, and other related student concerns of the assigned courses.

## 21. QUALIFICATION STANDARDS

| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
|---|---|---|---|
| Bachelor's Degree relevant to the job | 2 years of relevant experience | 8 hours of relevant training | Career Service (Professional) |

| 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 and issues. | 2 |

| 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. 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 |
| 3. 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 |
| 4. 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 |
| 5. Project Management- Facilitates smooth implementation of projects, work or activities through information collection from and provision to concerned parties, departments or individuals. In keen and quick in understanding and dealing with a project situation in a manner that is likely to lead to a good outcome. Conceptualizes, develops, implements, and evaluates programs and projects whether routine, non-routine, ad hoc or task force assignments. | 2 |
| 6. 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 |
| 7. 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 |
| 8. Waste Management - Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards. | 3 |

| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | Competency Level |
|---|---|---|
| Percentage of Working Time | (State the duties and responsibilities here:) | |
| 20% | 1. Updates and evaluates students permanent record of assigned courses, enrollment forms. | 2 |
| 15% | 2. Processing application for verification of records/grades deficiencies. | 2 |
| 15% | 3. Checks and evaluate records of candidates for graduation of assigned courses. | 2 |
| 20% | 4. Preparation of Certification of Authentication and Verification, Transcript of Records (TOR), Transfer Credentials, Certifications and complies school requests of TOR of students transferred to other schools. | 2 |
| 10% | 5. Process and files applications for changing and dropping of subjects, clearance, and other related student documents. | 2 |
| 10% | 6. Prepares list and consolidate candidates for graduation and furnish copies to the department. | 2 |
| 10% | 7. Performs other functions as directed by 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.

**HOMER LOIS P. NAPOLES**
22-Mar-22
**Employee's Name, Date and Signature**

**MARWEN A. CASTAÑEDA**
22-Mar-22
**Supervisor's Name, Date and Signature**