1. POSITION TITLE (as approved by authorized agency)					
Republic of the Philippines	with parenthetical title				
POSITION DESCRIPTION FORM	with parentiletical title				
DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)	REGISTRAR II				
2. ITEM NUMBER	3. SALARY GRADE				
VISCAB- R2-1-2001	15				
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
☑ City ☐ 2nd	Class				
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					
REGISTRAR IV	VICE PRESIDENT FOR ACADEMIC AFFAIRS				
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUI	PERVISED				
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUI	PERVISED  ITEM NUMBER				
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUI POSITION TITLE NONE	PERVISED  ITEM NUMBER  N/A				
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPPOSITION TITLE  NONE  16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULA	PERVISED  ITEM NUMBER  N/A  RLY IN PERFORMANCE OF WORK				
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUI POSITION TITLE NONE	PERVISED  ITEM NUMBER  N/A  RLY IN PERFORMANCE OF WORK				
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUI POSITION TITLE NONE  16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULA COMPUTER SET (DESKTOP/LAPTOP), PRINTER, SCANNE PUNCHER, STAPLER  17. CONTACTS / CLIENTS / STAKEHOLDERS	PERVISED  ITEM NUMBER  N/A  RLY IN PERFORMANCE OF WORK  R, IP/TELEPHONE, BALLPEN, PENCIL, SCISSORS, GLUE,				
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUI POSITION TITLE  NONE  16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULA COMPUTER SET (DESKTOP/LAPTOP), PRINTER, SCANNE PUNCHER, STAPLER  17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent	PERVISED  ITEM NUMBER  N/A  RLY IN PERFORMANCE OF WORK  R, IP/TELEPHONE, BALLPEN, PENCIL, SCISSORS, GLUE,  17b. External Occasional Frequent				
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUI POSITION TITLE  NONE  16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULA COMPUTER SET (DESKTOP/LAPTOP), PRINTER, SCANNE PUNCHER, STAPLER  17. CONTACTS / CLIENTS / STAKEHOLDERS  17a. Internal Occasional Frequent Executive / Managerial	PERVISED  ITEM NUMBER  N/A  RLY IN PERFORMANCE OF WORK R, IP/TELEPHONE, BALLPEN, PENCIL, SCISSORS, GLUE,  17b. External Occasional Frequent General Public				
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUI POSITION TITLE  NONE  16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULA COMPUTER SET (DESKTOP/LAPTOP), PRINTER, SCANNE PUNCHER, STAPLER  17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent	PERVISED  ITEM NUMBER  N/A  RLY IN PERFORMANCE OF WORK  R, IP/TELEPHONE, BALLPEN, PENCIL, SCISSORS, GLUE,  17b. External Occasional Frequent  General Public  Other Agencies				
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15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPPOSITION TITLE  NONE  16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULA COMPUTER SET (DESKTOP/LAPTOP), PRINTER, SCANNE PUNCHER, STAPLER  17. CONTACTS / CLIENTS / STAKEHOLDERS  17a. Internal Occasional Frequent Executive / Managerial Supervisors Supervisors Staff Staff Supervisors Staff	PERVISED  ITEM NUMBER  N/A  RLY IN PERFORMANCE OF WORK  R, IP/TELEPHONE, BALLPEN, PENCIL, SCISSORS, GLUE,  17b. External Occasional Frequent  General Public  Other Agencies				
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15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPPOSITION TITLE  NONE  16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULA COMPUTER SET (DESKTOP/LAPTOP), PRINTER, SCANNE PUNCHER, STAPLER  17. CONTACTS / CLIENTS / STAKEHOLDERS  17a. Internal Occasional Frequent Executive / Managerial Supervisors Supervisors Staff Staff Supervisors Staff	PERVISED  ITEM NUMBER  N/A  RLY IN PERFORMANCE OF WORK R, IP/TELEPHONE, BALLPEN, PENCIL, SCISSORS, GLUE,  17b. External Occasional Frequent General Public  Other Agencies  Others (Please Specify): Students & Faculty members  Other/s (Please Specify)  F THE UNIT OR SECTION  Ch as: evaluation of student's academic records for the purpose				
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULA COMPUTER SET (DESKTOP/LAPTOP), PRINTER, SCANNE PUNCHER, STAPLER  17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent Executive / Managerial Supervisors Non-Supervisors Staff  18. WORKING CONDITION Office Work Field Work  19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION O Providing an efficient and effective student support services su of admission and determine credits for graduation; preparation	PERVISED  ITEM NUMBER  N/A  RLY IN PERFORMANCE OF WORK R, IP/TELEPHONE, BALLPEN, PENCIL, SCISSORS, GLUE,  17b. External Occasional Frequent General Public Other Agencies Others (Please Specify): Students & Faculty members  Other/s (Please Specify)  F THE UNIT OR SECTION Ch as: evaluation of student's academic records for the purpose of list for graduation and other university purposes; attending to				
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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.

### 216. Experience ### 216. Training ### 216. Eligibility ### 216. Experience ### 2 years of relevant experience ### 8 hours of relevant training ### Career Service (Profess to the hot job ### 216. 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 competency Leve ### 2 competency ### 2 competency ### 2 competency Leve ### 2 competency ### 2 competency ### 2 competency ### 2 competency	21. QUALIFICATION STANDARDS					
Bachelor's Degree relevant to the job  2 years of relevant experience 8 hours of relevant training Career Service (Profesi 21e. Core Competencies 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. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 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. 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues  21f. Functional Competencies 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. 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. 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. 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 un			21c. Training	21d Fligibility		
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	IES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
20%	Updates and evaluates students permanent record of assigned courses, enrollment forms.	2
15%	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