

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 V

2. ITEM NUMBER

ADOF5-13-2004

3. SALARY GRADE

18

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

☐ Province  
☒ City  
☐ Municipality

☐ 1st Class  
☐ 2nd Class  
☐ 3rd Class  
☐

☐ 5th Class  
☐ 6th Class  
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

PERSONNEL RECORDS PERFORMANCE EVALUATION  
OFFICE

7. DEPARTMENT / BRANCH / DIVISION

PERSONNEL RECORDS PERFORMANCE EVALUATION  
OFFICE

8. WORKSTATION / PLACE OF WORK

VISAYAS STATE UNIVERSITY, VISCA, BAYBAY CITY,  
LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

P40,637.00

ACA/PERA- P 2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

DIRECTOR , HRD

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VP FOR ADMIN AND FINANCE

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

POSITION TITLE

ITEM NUMBER

BIBERA, Regina C.

ADOF2-27-2004

DE LA TORRE, Miriam M.

ADOF3-20-2004

LAO, Marvin M.

ADA4-115-2004

DIDAL, Florante G.

ADA4-126-2004

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

COMPUTER, PRINTER, SCANNER, TELEPHONE, BALLPEN, PENCIL

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

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

Performs overall human resource management functions in accordance with government rules and regulations and university policies, process and procedures.

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

Handles the recruitment, selection, and placement functions and supervises the updating of personnel records and 201 files.

21. QUALIFICATION STANDARDS

21a. Education

21b. Experience

21c. Training

21d. Eligibility

Bachelor's Degree

3 YEARS OF RELEVANT  
EXPERIENCE

8 hours of relevant training

CAREER SERVICE (PROF.)  
SECOND LEVEL ELIGIBILITY

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	2

21f. Leadership 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. 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. 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
4. Quality Assurance- Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies.	2
5. Human Resource Management and Development- Searches, attracts and assesses job candidates and guides the appointing authority in choosing the best fit for the job at the right time, in accordance with legal requirements to achieve organisational goals.	3

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
30%	1. Takes charge in the recruitment, selection and placement functions in accordance with BOR and CSC approved merit systems including the preparation of applicants profile, conduct of skills/IQ test and shortlisting of applicants to administrative positions.	2
30%	2. Supervises the updating of the personnel records and 201 files of employees. Issues service records and certificate of employment.	2
20%	3. Acts as secretary to the Academic Personnel Board, Non-academic Personnel Board and the NBC 461 Committee.	2
10%	Prepares NOSI, NOSA and list of employees entitled to loyalty awards.	
10%	Performs other functions as assigned by supervisor.	2

<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.	
<div> <b>HONEY SOFIA V. COLIS</b> Employee's Name, Date and Signature</div>	<div> <b>LOURDES B. CANO</b> Director, HRD Supervisor's Name, Date and Signature</div>