

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 PLANNING OFFICER III	
2. ITEM NUMBER		3. SALARY GRADE	
PL03-8-2023		18	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
STATE UNIVERSITIES & COLLEGES		VISAYAS STATE UNIVERSITY	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
PLANNING OFFICE		OFFICE OF THE PRESIDENT	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
		pls chke	pls chk
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
VICE PRESIDENT		PRESIDENT	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
(if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
Planning Officer II		PLO2-7-2023	
Planning Officer I		PLO1-5-2023	
Planning Officer I		PLO1-5-2023	
Administrative Aide VI		ADA6-115-2023	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Desktop computer, printer, projector, camera			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Spearhead planning activities with different offices/units of the university for its proactive development.			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Facilitate the conduct of institutional, operational, and work and financial planning of the University.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 4 year college degree	None Required	None Required	C S (Professional) 2nd Level
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			1
21f. Functional Competencies			Competency Level
1. Critical Thinking and Problem Solving			2
2. Use of Information and Communication Technoogy (ICT)			2
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives			3
4. Resource Mobilization Management			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. Procurement Management			2
7. Report Writing			2
8. Monitoring & Evaluation			3
9. Peer Mentoring			2
10. Budget Management			2
11. Risk Management and Hazards Analysis			2
12. Maintenance Management			3
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
20%	1. Assist the Vice President in initiating long-range planning, operational or work and financial plans of the university.		1
20%	2. Coordinate and monitor the planning and development plans of all sectors of the university to develop a cohesive development plans.		1
10%	3. Assist the Vice President monitoring and evaluation of performance accomplishments of each unit.		1
20%	4. Prepare and submit consolidated documents and Annual report on time as required by other agencies such as: Senate, Congress, CHED, DBM, NEDA, RDC and etc..		1
10%	5. Recommend to the Vice President for Planning basic policies and guidelines for the preparation of the institutional budget, work and financial plans		1

10%	6. Maintain a databank of project/program plans and proposals for the development of the university for possible financing from donors or government	1
10%	7. Perform other tasks relevant to the function of the Office of Planning and	1

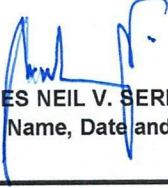
23. ACKNOWLEDGMENT AND ACCEPTANCE:

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.



TONI MARC L. DARGANTES

Employee's Name, Date and Signature



MOISES NEIL V. SERIÑO

Supervisor's Name, Date and Signature