

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)

SUPERVISING ADMINISTRATIVE OFFICER

2. ITEM NUMBER

VISCAB-SADOF-8-2004

3. SALARY GRADE

SG-22

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

☐ Province
☒ City
☐ Municipality

☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

STATE UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

FINANCE AND MANAGEMENT OFFICE

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

74,836.00

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

CHIEF ADMINISTRATIVE OFFICER

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VICE PRESIDENT FOR ADMINISTRATION AND FINANCE

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

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

Desktop/laptop computer, audio-visual equipment, calculator

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial
Supervisors
Non-Supervisors
Staff

☒
☐
☐
☐

☐
☒
☒
☒

General Public
Other Agencies
Others (Please Specify):

☒
☒

☐
☐

18. WORKING CONDITION

Office Work
Field Work

☐
☒

☒
☐

Other/s (Please Specify)

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

Responsible for overseeing and managing the university's financial resources.

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

Under general supervision, performs technical and administrative support services functions related in the areas of financial management. Monitoring of the external campus financial transactions and implementation of COA audit recommendations both for Current & Prior years. Prepare needed reports related to BUR monitoring of all funds, and does other related works.

21. QUALIFICATION STANDARDS

21a. Education

21b. Experience

21c. Training

21d. Eligibility

Bachelor's degree relevant to the job

3 yrs. of relevant experience

16 hrs. of relevant training


Career Service (Professional) 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	1

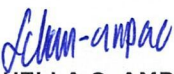
21f. Functional Competencies	Competency Level
1. Budget Management	2
2. Fiscal Management	3
3. Critical Thinking	2
4. Use of Information and Communications Technology (ICT)	2
5. Facilitation	3
6. Resource Mobilization Management	2
7. Process Improvement	3
8. Accounting Management	2
9. Peer Mentoring	2

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
20%	1. Assist the Chief Adm. Officer in planning, organizing, directing, supervising and conduct of various activities and functions of the FMO relating to support services to operations in the office and component campuses	1
20%	2. Assist in overseeing of the value-based and strategy-based allocation and utilization of resources to ensure 100% utilization of cash allocation and 100% liquidation of cash advances by providing updates and technical assistance along with financial management and monitoring	1
20%	3. Formulate policy recommendations, guidelines, processes and other proposal relative to financial management	1
20%	4. Collaborate with Planning Office to undertake preparation of university's annual, supplemental, special deficiency budgets for all the projects, activities and operations with complete staff work	1
10%	5. Prepare all budgetary reports required by regulatory agencies with the prescribed period	1
10%	6. Do related work	1

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.



ALICIA M. FLORES
Employee's Name, Date and Signature



LOUELLA C. AMPAC
Supervisor's Name, Date and Signature