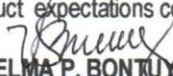
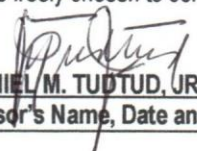
 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) SUPERVISING ADMINISTRATIVE OFFICER			
2. ITEM NO.: VISCAD-SADOF-8-2004		3. SALARY GRADE : SALARY GRADE 22			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class <input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE			
7. DEPARTMENT/BRANCH/DIVISION SUC		8. WORKSTATION/PLACE OF WORK VSU Manila Office, Pasay City			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER ACA PERA P 24,000/annum		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR University Board Secretary		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR President			
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED Administrative Aide IV, Guesthouse caretaker, driver II (if more than seven (7) list only by their item numbers and titles) None					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, laptop, printer, calculator, telephone, pen, pencil, staple remover, stapler, pair of scissors, table, chair					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	()	(x)	General Public	()	(x)
Non Supervisors	()	(x)	Other Agencies	(x)	(x)
Staff	(x)	(x)	Others (Please specify: Admin Offices)	()	(x)
18. WORKING CONDITION					
Office Work	(x)	Other/s (Please Speciy)			
Field Work	()				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION : LAIASON OFFICE of the Visayas State University , VSU Baybay City, Leyte					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Supervises office personnel, manages the lodging operations.and acts as the laiason officer of the university					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
Bachelor of Science I in Accounting	25 yrs. In government service	24 hours supervisory training	CSC Career Prof		

Bachelor of Laws			
21e. CORE COMPETENCIES			Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules			1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.			1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.			1
21f. ORGANIZATIONAL COMPETENCIES			Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.			1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials			1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work			1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.			1
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.			1
6. Managing information - Collects, organizes & maintain data.			1
21g. TECHNICAL COMPETENCIES			Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
22a. Records Management Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies. Gathering and reporting data from information re : registration of clients and collection of lodging fees. Monitoring of monthly income through the use of computer program. Signs monthly reports of income of the VMO			1
22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies. Encoding, scanning, printing of materials/docs. Sent three mails and submit same to concern agencies to the national agencies in Manila. Filing of important document relative to receipts of money or checks for administrative or research activities.			1
22c. Perform other related tasks as may be assigned from time to time As liason officer- provides assistance to all offices in the main campus Submits follow-up communications from different agencies of the government relative to main campus request. (financial, administrative, legal matters.			1
23. ACKNOWLEDGMENT AND ACCEPTANCE			
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.			
 VELMA P. BONTUYAN 5-25-17 Employee's Name, Date and Signature		 DANIEL M. TUDTUD, JR. Supervisor's Name, Date and Signature	