


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)			1. POSITION TITLE (as authorized by DBM) ADMINISTRATIVE OFFICER V (Budget Officer III)		
2. ITEM NUMBER VISCAB-ADOF5-16-2004			3. SALARY GRADE 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		
VISAYAS STATE UNIVERSITY			BUDGET OFFICE		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
BUDGET OFFICE			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
N/A				P45,203.00/mo. P2,000.00 PERA/mo.	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
DIRECTOR OF FINANCE			VICE PRESIDENT FOR ADMIN. AND FINANCE		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
1- Administrative Aide III			VISCAB-ADA3-6-2016		
1- Administrative Aide VI			VISCAB-ADA6-89-2004		
5- Administrative Aide 1 (JO's)					
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
DESKTOP COMPUTER, PRINTER, CALCULATOR					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
17b. External		Occasional		Frequent	
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Admin Offices		
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Drafts guidelines for budget preparation. Prepares and submits work and financial plan & other budgetary requests and Physical and Financial data reports. Controls appropriation and allotment per project/program/activity.					


20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Implements budgeting and financial record keeping procedure to ensure efficient coordination of various departments and maintain account information regarding the financial status of the university. Assists the immediate supervisor and department heads with allotment and expense projections and prepares financial reports.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree relevant to the job	3 years of relevant experience	8 hrs. of relevant training	Career Service Professional
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 and issues			1
21g. FUNCTIONAL 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. 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.			2
3. Budget Management - Packages and submits responsive budgetary proposal to finance programmed projects and activities for the following year and applies the protocols required for effective budgetary utilization by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations.			2
4. Fiscal Management - Applies the protocols required to safeguard and effectively utilize financial resources to attain university mandate and use said resources economically by ensuring decisions and operations are implemented in compliance with applicable laws, policies, procedures, standards, and regulations			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. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.			3
7. Procurement Management- Effectively undertakes procurement planning, programming, project management, and requirement specifications to facilitate achievement of organisational or agency program of work, goals and targets. Procurement should support plans, goals and targets such that acquisitions are undertaken within the specific acceptable timetable, budget and to appropriate specifications. The approved Annual Procurement Plan authorises and guides the procurement activities of the agency for the year.			3
8. Resource Mobilization Management- Allocates limited resources in an effective manner through efficient utilization of funds, time, human and other resources to deliver respective tasks and generate solutions to challenges in the workplace			2
9. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.			2

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working	(State the duties and responsibilities here:)	
20%	Reviews and certifies as to the availability of appropriation of PR's, PO's, Contracts for services, Appointments, Vouchers and Payrolls	3
20%	Generates and submits reports monthly, quarterly & Year-end. Financial reports (BEDs, & FARs) required by DBM, COA, CHED, PASUC and provides financial data to NEDA & AACCUP & other offices concerned.	3
20%	Prepare reports/actual, current and proposed data for Annual Budget under Regular Agency Fund (RAF), Internally Generated Fund (IGF) and Business Related Fund (BRF) of the university. Allocate the budget to different programs per office and prepare sub-allotments and status of all funds.	3
20%	Prepares documents of fund transfer to four (4) external campuses, liquidation of funds and consolidates reports of 4 campuses with the main campus.	3
10%	Prepares communications, certification as to availability of appropriation, computation of terminal leave benefits and request for funding.	3
10%	Determines possible fund source for different priority programs and request of departments. Act as OIC and assist the Finance Director on issues related to Budget.	3

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.


ALICIA M. FLORES 6/6/2022
Employee's Name, Date and Signature


LOUELLA C. AMPAC 6/6/2022
Director of Finance, Date and Signature