

**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**  
**(ADMINISTRATIVE OFFICER IV)**

2. ITEM NUMBER

VISCAB-SADOF-9-2004

3. SALARY GRADE

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

HUAMN RESOURCE MANAGEMENT OFFICE

8. WORKSTATION / PLACE OF WORK

OFFICE OF THE PRESIDENT

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

74,836.00/MON

2000 ACA PERA

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

VICE PRESIDENT

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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

Administrative Officer IV

ADOF4-35-2023

Administrative Officer II

ADOF2-27-2004

Administrative Officer II

ADOF2-30-2004

Educ. Program Specialist II

EPS2-2-2002

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

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 the human resource management and development services in the university aligned with the following systems: Recruitment, Selection and Placement (RSP); Learning and Development (L & D); Performance Management (PM); and Rewards and Recognition (R & R).



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Provide leadership and management of units and personnel involved in the performance of human resource management and development functions, and of the systems, procedures and processes.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree	3 yrs. of relevant experience (Preferably on planning, directing, coordinating and supervising personnel administration)	16 hrs. relevant training (Preferably on Supervisory Development Course)	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			2
21f. 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. 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
4. 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
5. 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
6. Report Writing - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management.			2
7. 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
8. 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
9. 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
10. 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 organizational goals.			3



21f. Leadership Competencies		Competency Level
1. Thinking Strategically and Creatively		1
2. Creating and Nurturing a High Performance Organization		1
3. Building Collaborative and Inclusive Working Relationships		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here.)	
30%	1. Spearhead the efficient recruitment, development, management, evaluation, retention and reward & recognition of creative, competent and dynamic human resource to sufficiently satisfy the workforce requirement of the University	3
20%	2. Responsible in the continual introduction of innovative HR policies and practices to adopt to the work culture and academic environment of the University	2
20%	3. Undertake higher level of accreditation under the PRIME-HRM and other recognitions from other bodies	3
20%	4. Act as ex-officio member of the Personnel related boards and committees (such as NAPB, APB, PMT, PRAISE, Scholarship committee, etc.	3
10%	5. Perform other functions that may be assigned by higher authorities.	2
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.		
<div>HONEY SOFIA V. COLIS Employee's Name, Date and Signature</div>		<div>ELWIN JAY V. YU Supervisor's Name, Date and Signature</div>