

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 <div style="text-align: center; font-weight: bold;">ADMINISTRATIVE OFFICER II (HRMO I)</div>																									
2. ITEM NUMBER <div style="text-align: center;">ADO2-27-2004</div>		3. SALARY GRADE <div style="text-align: center;">SG-11</div>																									
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>																											
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>		6. BUREAU OR OFFICE <div style="text-align: center;">PAYROLL AND LEAVE BENEFITS OFFICE</div>																									
7. DEPARTMENT / BRANCH / DIVISION <div style="text-align: center;">HUMAN RESOURCE MANAGEMENT OFFICE</div>		8. WORKSTATION / PLACE OF WORK <div style="text-align: center;">VSU, BAYBAY CITY, LEYTE</div>																									
9. PRESENT APPROP ACT <div style="text-align: center;">N/A</div>	10. PREVIOUS APPROP ACT 	11. SALARY AUTHORIZED <div style="text-align: center;">27,000</div>	12. OTHER COMPENSATION <div style="text-align: center;">ACA/PERA P2,000.00</div>																								
13. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">ADMINISTRATIVE OFFICER V</div>		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">CHIEF ADMINISTRATIVE OFFICER</div>																									
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">POSITION TITLE</th> <th style="width: 50%;">ITEM NUMBER</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>				POSITION TITLE	ITEM NUMBER																						
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16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK <div style="text-align: center;">DESKTOP COMPUTER, LAPTOP, PRINTER, BALLPEN, PENCIL, CALCULATOR</div>																											
17. CONTACTS / CLIENTS / STAKEHOLDERS <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">17a. Internal</th> <th style="width: 10%;">Occasional</th> <th style="width: 10%;">Frequent</th> <th style="width: 25%;">17b. External</th> <th style="width: 10%;">Occasional</th> <th style="width: 10%;">Frequent</th> </tr> </thead> <tbody> <tr> <td>Executive / Managerial Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>General Public</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Non-Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Staff</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Others (Please Specify):</td> <td colspan="2"> </td> </tr> </tbody> </table>				17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
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19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Implement and monitor HRM programs on payroll preparation and employees' benefits and welfare administration.																											
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21. QUALIFICATION STANDARDS <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">21a. Education</th> <th style="width: 25%;">21b. Experience</th> <th style="width: 25%;">21c. Training</th> <th style="width: 25%;">21d. Eligibility</th> </tr> </thead> <tbody> <tr> <td>Bachelor's Degree</td> <td>3 years of relevant experience</td> <td>None Required</td> <td>Career Service (Professional) Second Level Eligibility</td> </tr> <tr> <td colspan="3" style="vertical-align: top;"> 21e. Core Competencies 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 </td> <td style="vertical-align: top;"> Competency Level <div style="text-align: center;">2</div> </td> </tr> </tbody> </table>				21a. Education	21b. Experience	21c. Training	21d. Eligibility	Bachelor's Degree	3 years of relevant experience	None Required	Career Service (Professional) Second Level Eligibility	21e. Core Competencies 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			Competency Level <div style="text-align: center;">2</div>												
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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
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. 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. Level-2	2
3. 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 organisational goals.	2
4. 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
5. 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
6. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	3
7. 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.	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. 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.	3
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)
25%	1. Maintain and update the personnel records in electronic Daily Attendance Tracking System (eDATS) of the Human Resource Management Information System.
25%	2. Undertake the preparation of all pertinent documents relative to employees' compensation and benefits such as (i.e. Notice of Salary Increments/Notice of Salary Adjustments, retirement/separation papers including accrued benefits and terminal pay, certifications on compensatory time off, proportionate vacation pay, service credits of teachers for accrual of leaves, loyalty award, clothing, and other bonuses)
10%	3. Act on application on leaves for approval of the higher supervisor/s and updates individual leave card of employees.
10%	4. Oversee in the the review of DTR for tardiness and undertime:
10%	5. Review and compute contact hours rendered in the DTR of part-time instructors for payroll.
10%	6. Check the accuracy of salaries and benefits given to employees and advise and respond to queries pertaining to such claims.
10%	7. Perform other related tasks assigned by the supervisor.
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.	
FLORANTE G. DIDAL 4/3/2023 Employee's Name, Date and Signature	HONEY SOFIA V. COLIS 4/3/2023 Supervisor's Name, Date and Signature