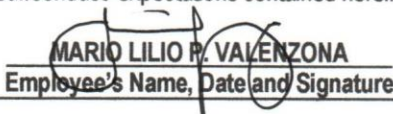
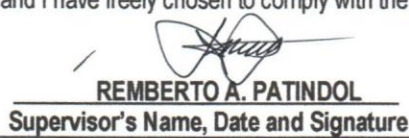
 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM)	
		Supervising Administrative Officer	
2. ITEM NO.: VISCAB-SADOF-1-2005		3. SALARY GRADE : 22	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input 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		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY			
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
		VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P 569,376.00	ACA PERA P 24,000/annum
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Vice President for Administration & Finance		President	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
(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			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors	(x)	()	General Public
Non Supervisors	(x)	()	Other Agencies
Staff	()	()	Others (Please specify: Admin Offices)
	(x)	(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			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
BS degree with at least 18 units of Masteral degre	3 yrs of relevant experience	16 hrs of relevant training	CSP 2 nd level eligibility

21e. CORE COMPETENCIES	Competency Level
1. Exemplifying integrity – Demonstrates compliance to policies, rules and other standards set by the Visayas State University.	1
2. Solving Problems & Decision making – Provides timely solutions to problems & decisions dilemn that have clear-cut options and/or choices & whose solutions are available and can be accessed fr a database or gleaned from the existing policy or process.	1
3. Delivering Service Excellence – Complies with VSU’s established standard of delivery or service le agreements & delivers explicit requirements of customers	1
21f. ORGANIZATIONAL COMPETENCIES	Competency Level
4. Demonstrating Personal Effectiveness – Recognizes personal strengths and gaps and depends guidance from authorities or appropriate bodies for direction in addressing them.	1
5. 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
6. Writing Effectively – Refers to and/or uses existing communication materials or templates to produ own written work	1
7. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation	1
8. Planning & Delivering – Designs & implements plans; focuses on one’s functional group or area focus & involving team members from the same group	1
9. Managing information – Works with data to generate relevant information.	1
21g. TECHNICAL COMPETENCIES	Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
40% 1. Monitor and supervises the personnel of General Services Office in the implementation of their functions. 20% 2. Directs and controls proper implementation of activities related to repair and improvement of Physical Facilities. 20% 3. Plans and programs activities related to improvement of Physical facilities of the University. 15% 4. Recommends and approves documents related to office operations. 5% 5. Prepares and submit reports to needed by higher offices	
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.	
 MARIO LILIO P. VALENZONA Employee’s Name, Date and Signature	 REMBERTO A. PATINDOL Supervisor’s Name, Date and Signature