

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency)</b> <b>with parenthetical title</b>	
		<b>ADMINISTRATIVE ASSISTANT III</b>	
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>	
		9	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province  <input checked="" type="checkbox"/> City  <input type="checkbox"/> Municipality         </div> <div> <input type="checkbox"/> 1st Class  <input type="checkbox"/> 2nd Class  <input type="checkbox"/> 3rd Class  <input type="checkbox"/> 4th Class         </div> <div> <input type="checkbox"/> 5th Class  <input type="checkbox"/> 6th Class  <input checked="" type="checkbox"/> Special         </div> </div>			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>	
VISAYAS STATE UNIVERSITY		FINANCE DIVISION	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>	
OFFICE OF THE HEAD OF ACCOUNTING		VSU, BAYBAY CITY, LEYTE	
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>
			ACA PERA
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>	
ACCOUNTANT II		DIRECTOR OF FINANCE	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>			
<i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>			
COMPUTER, PRINTER, CALCULATOR, LEDGERS, RULER, PEN & PENCIL			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Non-Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>18. WORKING CONDITION</b>			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
To control and monitor releases of DBM, research projects funded by other agencies and income generating projects.			



**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

Prepares financial reports and posts transactions under Fund 161 and 101-Trust.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	cs Sub. 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	1
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction	1
3. Communication Savvy - Effectively delivers messages that simply focus on facts or information;	1
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	1
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.	1
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems	1

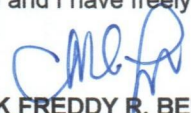
21f. Functional Competencies	Competency Level
1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular	1
2. 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.	1
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	1
4. 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.	1
5. 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.	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level												
<table border="1"> <thead> <tr> <th>Percentage of Working Time</th> <th>(State the duties and responsibilities here:)</th> </tr> </thead> <tbody> <tr> <td>25%</td> <td>1. Posting of Check Disbursement Journals and Journal Entry Vouchers under IGP and Trust Fund</td> </tr> <tr> <td>25%</td> <td>2. Posting of entries to General Ledgers and Subsidiary Ledgers under IGP and Trust Fund</td> </tr> <tr> <td>25%</td> <td>3. Prepares Financial Reports and Financial Statements to be submitted to COA</td> </tr> <tr> <td>20%</td> <td>4. Prepares subsidiary ledger for PPE for all funds.</td> </tr> <tr> <td>5%</td> <td>5. Prepares bank reconciliation for Trust Funds.</td> </tr> </tbody> </table>	Percentage of Working Time	(State the duties and responsibilities here:)	25%	1. Posting of Check Disbursement Journals and Journal Entry Vouchers under IGP and Trust Fund	25%	2. Posting of entries to General Ledgers and Subsidiary Ledgers under IGP and Trust Fund	25%	3. Prepares Financial Reports and Financial Statements to be submitted to COA	20%	4. Prepares subsidiary ledger for PPE for all funds.	5%	5. Prepares bank reconciliation for Trust Funds.	 1 1 1 1 1
Percentage of Working Time	(State the duties and responsibilities here:)												
25%	1. Posting of Check Disbursement Journals and Journal Entry Vouchers under IGP and Trust Fund												
25%	2. Posting of entries to General Ledgers and Subsidiary Ledgers under IGP and Trust Fund												
25%	3. Prepares Financial Reports and Financial Statements to be submitted to COA												
20%	4. Prepares subsidiary ledger for PPE for all funds.												
5%	5. Prepares bank reconciliation for Trust Funds.												

**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.

  
**JHONAVEL R. CASTIL**  
 Employee's Name, Date and Signature

  
**NICK FREDDY R. BELLO**  
 Supervisor's Name, Date and Signature