

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 ADMINISTRATIVE OFFICER II (BUDGET OFFICER I)		
2. ITEM NUMBER VISAB-ADOF2-50-2023			3. SALARY GRADE 11		
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 VISAYAS STATE UNIVERSITY			6. BUREAU OR OFFICE BUDGET OFFICE		
7. DEPARTMENT / BRANCH / DIVISION BUDGET OFFICE			8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT N/A		10. PREVIOUS APPROP ACT N/A		11. SALARY AUTHORIZED 28,512	
				12. OTHER COMPENSATION ACA/PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR ADMINISTRATIVE OFFICER V (BUDGET OFFICER III)			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR CHIEF ADMINISTRATIVE OFFICER		
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		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK DESKTOP COMPUTER, PRINTER					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive / Managerial Supervisors		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Non-Supervisors		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Staff		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
17b. External		Occasional		Frequent	
General Public		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Other Agencies		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify):					
18. WORKING CONDITION					
Office Work		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Field Work		<input type="checkbox"/>		<input type="checkbox"/>	
Other/s (Please Specify)					
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Controls appropriation and allotment per project, program, or activity, monitors obligations and balances, and prepares financial accountability reports.					

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

Controls appropriation and allotment per project, program, or activity, monitors obligations and balances charged to Internally Generated Funds (IGF) and prepares financial accountability reports.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 4 years studies in college	Required	Required	C S (Professional) 1ST Level

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	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. 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
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	3
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.	3
5. 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
6. 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
7. ACCOUNTING MANAGEMENT- Manages the processing of financial transactions according to COA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances, petty cash, and other personnel cash emoluments, and receives collectibles/ payments in accordance with relevant rules and regulations.	2
8. 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
9. 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
10. 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

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
30%	Obligates/Encodes Purchase Orders, Vouchers & Payrolls charged to Regular Agency Fund (RAF/GF) to BAOM	2
15%	Liquidates funds under GF	2
15%	Assist the head in the preparation of Financial Accountability Reports	2
10%	Earmarks Job Orders, Contracts of Services, Purchase requests, RIS and fund fund transfer to External campuses	2
10%	Controls office/depts sub- allotments under GAA and encode to subsidiary ledgers	2
10%	Prepare and monitor fund transfers and reconcile balances for external campuses	2
5%	Act as Deputy Document Controller of the Office	2
5%	Perform other task assigned by immediate supervisor.	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.

MONA NENA B. GERALDO
Employee's Name, Date and Signature

ALICIA M. FLORES
Supervisor's Name, Date and Signature