

No.	POSITION	Parent hetical/ Design ation	Immediate Superior	Name	Office /Area Assignment	Job Description	Targets+Measures
1	Admin. Officer III	Supply Officer	Campus Administrator	Alajar, Ferdinand I.	Supply Office	<ul style="list-style-type: none"> <li>• Exercises general supervision over personnel under Supply Office</li> <li>• Prepares and consolidates the Annual Procurement Plan (APP)</li> <li>• Attends to all request for procurement/acquisition, custody and disposal of supplies, materials, equipment and other assets of the campus</li> <li>• Conducts annual physical inventory and reconciliation of assets and maintains records of unserviceable properties and its condemnation</li> <li>• Prepares and submits reports on procurement, annual property inventory and request for relief of responsibility</li> <li>• Receives, checks and issues supplies, materials and equipment requested by the end-users.</li> <li>• Maintains and updates pertinent records and documents of all supplies, materials and plant, properties and equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares and consolidates the Annual Procurement Plan (APP) <b>submitted before the deadline.</b></li> <li>• <b>80% of requests</b> for procurement/acquisition, custody and disposal of supplies, materials, equipment and other assets of the campus are completed.</li> <li>• Conducts annual physical inventory and reconciliation of assets and maintains records of unserviceable properties and its condemnation (<b>once a year</b>)</li> <li>• <b>Achieve a 98% accuracy rate in inventory records.</b></li> <li>• Prepares and submits reports on procurement, annual property inventory and request for relief of responsibility (<b>once a year</b>)</li> <li>• Achieve a 95% on-time delivery rate of requests from end users.</li> <li>• 90% updated pertinent records and documents of all supplies, materials and plant, properties and equipment</li> </ul>
2	Admin. Officer II	Manage ment and Audit Analyst / Payroll Officer	HRMO	Alajar, Lerma P.	HR Office	<ul style="list-style-type: none"> <li>• Prepares the disbursement voucher, payroll and its supporting documents for salaries, loyalty pay, step increment, bonuses and other benefits of the personnel regularly</li> <li>• Prepares the disbursement voucher of remittances, withholding taxes and other deductions and its supporting documents remits the same regularly</li> <li>• Maintains records relative to personnel benefits, remittances and other documents.</li> </ul>	<ul style="list-style-type: none"> <li>• 100% accuracy in payroll processing, with no delays in payment.</li> <li>• Zero instances of non-compliance; timely submission of required reports.</li> <li>• 100% resolution of payroll issues within a specified timeframe.</li> </ul>

							<ul style="list-style-type: none"> <li>● 100% completeness and accuracy of payroll records.</li> <li>● Implement at least one process improvement per year.</li> <li>● Attend relevant training sessions or courses at least twice a year.</li> </ul>
3	Medical Officer III		Campus Administrator	Almeida, Carmelo Adrian B.	Medical and Dental	<ul style="list-style-type: none"> <li>● Exercises general administration of the medical/dental clinic and the supervision of personnel</li> <li>● Conducts health and sanitary inspection in the surrounding service area</li> <li>● Treats minor ailments, wounds and other medical related conditions of students and personnel</li> <li>● Provides referral of cases to other medical specialists on specific concerns.</li> <li>● Conducts physical examination on incoming students</li> <li>● Serves as resource person on seminars, trainings and information dissemination on health and sanitation</li> <li>● Attends essential meetings called for by the higher offices</li> <li>● Provides medical services to other CapSU campuses when needed</li> <li>● Provides medical services to community when needed</li> <li>● Prepares and submits report of accomplishments</li> </ul>	<ul style="list-style-type: none"> <li>● Achieve 80% participation from students and faculty in annual health check-ups.</li> <li>● Positive feedback from participants, with a minimum 90% satisfaction rate.</li> <li>● Achieve a response time of 5 minutes or less for emergencies.</li> <li>● Identify and address 80% of potential health hazards within the school premises.</li> </ul>
4	Admin. Aide IV	Reproduction Machine Operator II		Bagaso, Teresita Estrella B.	Accounting Office	<ul style="list-style-type: none"> <li>● Prepares demand letters for collection of receivables</li> <li>● Files Accounting Copy of disbursement vouchers and supporting documents</li> <li>● Participates/attends meetings called for by the top management level</li> <li>● Performs the duties and responsibilities called for as per designation</li> </ul>	<ul style="list-style-type: none"> <li>● Achieve 100% compliance with the COA submission deadlines.</li> <li>● Achieve a 90% or above collection rate on outstanding receivables within the fiscal year.</li> <li>● Maintain a 98% accuracy rate in filing documents, with minimal errors or discrepancies.</li> </ul>
5	Admin. Officer I	Records Officer I		Banga, Mart Kelvin	Registrar's Office	<ul style="list-style-type: none"> <li>● Releases Transcript of Records, grades, certification, Honorable Dismissal, Diploma and authenticated documents of BSCS, HCS, NCII, and BSN Students and graduates.</li> </ul>	<ul style="list-style-type: none"> <li>● Maintain a satisfaction rate of 90% or above in student feedback regarding the responsiveness of the Registrar's Office.</li> </ul>

						<ul style="list-style-type: none"> <li>• Updates students records, grades, and subjects to BSCS students' permanent record.</li> <li>• Identifies and updates discrepancies of BSCS and graduating students.</li> </ul>	<ul style="list-style-type: none"> <li>• Achieve 80% compliance with enrollment deadlines, minimizing instances of late processing.</li> <li>• Achieve a 95% or above accuracy rate in graduation clearances, minimizing errors or delays.</li> <li>• Achieve a 85% on-time delivery rate for processed transcripts.</li> <li>• Achieve a 100% accuracy rate in data reporting, minimizing errors and discrepancies.</li> </ul>
6	Admin. Asst. V	Computer Programmer I		Bangud, Alvin	Planning Office	<ul style="list-style-type: none"> <li>• Maintains computer equipment and provides support to anyone within the organization who needs technological assistance</li> <li>• Maintains configure components and software and install routine updates to system software.</li> <li>• Facilitates in the submission of reports</li> <li>• Attends meetings, conferences, workshops, committee hearings, etc. as called for necessary in the discharge of duties and responsibilities</li> <li>• Performs other duties which may be assigned by the immediate supervisor</li> </ul>	
7	Uni. Extension Specialist I			Bangud, Jiro Emmanuel	Extension Office	<ul style="list-style-type: none"> <li>• Implement and manage development projects and extension activities.</li> <li>• Monitors and evaluates assigned extension and development projects.</li> <li>• Assists and coordinates with the extension coordinators in the conduct of Trainings and Seminars</li> <li>• Prepares cash advances /vouchers/disbursement for extension programs and activities and other supporting documents needed</li> <li>• Submit reports on the extension activities to the Office of the Vice President for RDE</li> <li>• Attends meetings, conferences, workshops, committee hearings, etc. as called for necessary in the discharge of duties and responsibilities</li> <li>• Performs other duties which may be assigned by the immediate supervisor</li> </ul>	<p>Achieve a 90% or above completion rate for all projects, demonstrating effective project management.</p> <p>Achieve a 95% or above adherence to the project timeline and objectives.</p> <p><b>(to check targets of Extension Chair)</b></p>

8	Farm Worker II		Fishpond Project in charge (Warlito Beluso)	Baulite, Ramonito Jr.	Fishpond	<ul style="list-style-type: none"> <li>● Assists the fishpond project in-charge in the operation fishpond</li> <li>● specific activities: <ul style="list-style-type: none"> <li>○ cleaning</li> <li>○ feeding</li> <li>○ etc</li> </ul> </li> <li>● Attends to meetings, conferences, workshops, seminars necessary in the discharge of duties and responsibilities</li> </ul>	<input type="checkbox"/> Achieve a specific average growth rate for the fish population over a defined period (e.g., grams per day or inches per month). <input type="checkbox"/> Calculate the ratio of feed input to fish output regularly. Lower FCR values indicate more efficient feed utilization. <input type="checkbox"/> increase 5% yield per year <input type="checkbox"/>
9	Admin. Officer II	Budget Officer/ Liaison Officer		Berjamin, Liana U.	Budget Office	<ul style="list-style-type: none"> <li>● Assists the Campus Administrator/Satellite College Director in determining the allocation per college/department.</li> <li>● Assists the Campus Administrator/Satellite College Director in the preparation of the quarterly special budget on the use of income.</li> <li>● Certifies availability of funds as per budget allocation.</li> <li>● Keeps records of Allotment and Utilization of Collection (RAUC).</li> <li>● Updates the Campus Administrator/Satellite College Director of the quarterly financial status.</li> <li>● Keeps records of incoming and outgoing disbursement vouchers.</li> <li>● Performs clerical/liaison works related to Budget.</li> </ul>	<input type="checkbox"/> Conduct Budget Review annually <input type="checkbox"/> Submit reports 2 days before deadline <input type="checkbox"/>
10	Sec. Guard II			Besana, Romeo B.	Security Services	<ul style="list-style-type: none"> <li>● Ensures the safety of the students, faculty, and staff</li> <li>● Takes charge of the safety and security of all government property and maintains peace and order in the area of jurisdiction</li> <li>● Maintains logbook for visitors and vehicles coming in and out in the area of jurisdiction</li> <li>● Prepares and submits reports of all untoward incidents within the area of jurisdiction</li> </ul>	Daily inspection of school premises or area of assignment.
11	Heavy Equipment Operator I			Biclar, Ryan B.	Motorpool	<ul style="list-style-type: none"> <li>● Operates and drives all vehicles of the University</li> <li>● Maintains the cleanliness and safety of the vehicle before use</li> <li>● Takes charge for minor repair of vehicles and requests supplies and materials needed</li> </ul>	Conduct quarterly preventive maintenance

						<ul style="list-style-type: none"> <li>Operates, maintains, and uses power units and farm equipment</li> <li><b>Assists in servicing and repairing farm equipment</b></li> <li>Maintains the proper housing and storage of farm equipment</li> </ul>	
1 2	Farm Worker II			Billones Eufemio	Fishpond	<ul style="list-style-type: none"> <li>Assists the fishpond project in-charge in the operation fishpond</li> <li>Attends to meetings, conferences, workshops, seminars necessary in the discharge of duties and responsibilities</li> </ul>	
1 3	Heavy Equipment Operator I			Boliver, Ricky A.		<ul style="list-style-type: none"> <li>Operates and drives all vehicles of the University</li> <li>Maintains the cleanliness and safety of the vehicle before use</li> <li>Takes charge of the minor repair of vehicles and requests supplies and materials needed</li> <li>Operates, maintains, and uses power units and farm equipment</li> <li>Assists in servicing and repairing farm equipment</li> <li>Maintains the proper housing and storage of farm equipment</li> </ul>	
1 4	Admin. Officer II			Catalan, Elisa, D.	Assessment Office	<ul style="list-style-type: none"> <li>Encodes itemized accounting of fees of students individually</li> <li>Prepares individual students' assessments every semester</li> <li>Attends to students' concerns/queries regarding students' accounts</li> <li>Posts payments of students' accounts every payments made</li> </ul>	
1 5	Admin. Aide IV			Catalan, Stanley C.		<ul style="list-style-type: none"> <li>Performs Calamansi project related activities</li> <li>Takes charge of the Mudfish Project during weekends and holidays</li> <li>Maintains the cleanliness of the area regularly</li> </ul>	
1 6	Dorm Mgr. II			Dadivas, Harriete A.		<ul style="list-style-type: none"> <li>Monitors CBAO Non-GPIs and IGPs transactions</li> <li>Compiles CBAO Non-GPIs and IGPs transactions</li> </ul>	
1 7	Security Guard I			Deluso, Melquides D.		<ul style="list-style-type: none"> <li>Ensures the safety of the students, faculty, and staff</li> <li>Takes charge of the safety and security of all government property within the area of jurisdiction</li> <li>Maintains logbook for visitors and vehicles coming in and out in the university</li> </ul>	

						<ul style="list-style-type: none"> <li>• Prepares and submits reports of all untoward incidents within the area of jurisdiction</li> </ul>	
18	Aquacultural Technician I	Fishpond Project In-Charge		Deluso, Warlito Jr. P.		<ul style="list-style-type: none"> <li>• Supervises fishponds caretakers in the overall operation of the fishpond project</li> </ul>	
19	Admin. Officer I	Records Officer I		Denaga, Cherisette D.		<ul style="list-style-type: none"> <li>• Releases transcript of records, grades, certification, honorable dismissal, diploma, CAV, number of units earned and authenticated documents of Graduate School students</li> <li>• Updates student records, grades, and subjects to Graduate School students' permanent record</li> <li>• Identifies and updates discrepancies of Graduate School graduating students</li> </ul>	
20	Admin. Aide IV	Driver II		Denosta, Romel B.		<ul style="list-style-type: none"> <li>• Operates and drives all vehicles of the University</li> <li>• Maintains the cleanliness and safety of the vehicle before use</li> <li>• Takes charge for minor repair of vehicles and requests supplies and materials needed</li> <li>• Operates, maintains, and uses power units and farm equipment</li> <li>• Assists in servicing and repairing farm equipment</li> <li>• Maintains the proper housing and storage of farm equipment</li> </ul>	
21	Admin. Aide IV			Dollete, Renante D.		<ul style="list-style-type: none"> <li>• Expands the plantation of seedless lemon and calamansi</li> <li>• Performs the grass cutting and other crop management related activities to the following projects such as calamansi, seedless lemon, dragon fruit, banana, etc.</li> </ul>	
22	College Lib. I			Dorado, Rafaelyn P.		<ul style="list-style-type: none"> <li>• Classifies and catalog print resources</li> <li>• Encodes book collections to the library system and list down discarded books</li> <li>• Attends to the needs of library users</li> <li>• Attends to meetings, conferences, workshops, committee hearings, etc. as called for necessary in the discharge of duties and responsibilities</li> <li>• Serves as the Inspection Committee of the campus</li> </ul>	
23	Registrar III			Dublon, Charlie V.		<ul style="list-style-type: none"> <li>• Exercises general administration and supervision of all personnel in the registrar's office</li> </ul>	

						<ul style="list-style-type: none"> <li>• Prepares and submits reports of enrolment (per semester), graduates (annually) and other academic and student related documentation as required</li> <li>• Evaluates and appraises the records of all students enrolled regularly</li> <li>• Verifies and issues all transcript of records and diploma and releases the same upon request</li> <li>• Issues DFA CAV (Certification, Authentication, Verification), and other certifications to all concerned students or duly authorized representative</li> <li>• Evaluates records and qualifies athletes and participants to sports and cultural competition</li> <li>• Acts as a member of AdHoc Committee</li> </ul>	
2 4	Nurse II	Coordinator, Wellness and Development, Drug Testing Coordinator		Erada, Wilna Grace		<ul style="list-style-type: none"> <li>• Performs the primary duties and responsibilities diligently</li> <li>• Advocates for health and wellness</li> <li>• Acts as health educator</li> <li>• Attends various seminars and updates related to field of practice</li> <li>• Prepares and submits periodic, annual, and requested reports</li> </ul>	
2 5	College Lib. IV	Multifa ith Coordinator (Catholics)		Escleto, Marianne A.		<ul style="list-style-type: none"> <li>• Exercises general administration and supervision of the library</li> <li>• Establishes at least 3 linkages with agencies including librarians, publisher, bookstores</li> <li>• Conducts library orientation and attends to the needs of all library users</li> <li>• Updates local library policies, rules and regulations</li> <li>• Submits quarterly budget priorities for the development of the library holdings and facilities</li> <li>• Prepares and submits accomplishment and other reports required</li> </ul>	
2 6	Admin. Officer V	Accountant III		Fara-on, Easter Jolly H.		<ul style="list-style-type: none"> <li>• Directs and supervises accounting staff and implements the accounting laws, rules and regulations</li> <li>• Certifies as to availability of funds and propriety of supporting documents</li> </ul>	

						<ul style="list-style-type: none"> <li>• Acts as a Tax Withholding Agent (TWA) of the university</li> <li>• Enforces the liquidation of cash advances</li> <li>• Submits financial reports to COA, DBM, and other oversight agencies on schedule</li> <li>• Maintains updated accounting books and records.</li> <li>• Verifies the correctness of financial statements, reports, reconciliation of bank accounts and analysis of accounts and claims.</li> <li>• Provides updated financial reports and its analysis to the Management.</li> </ul>	
27	Admin. Aide VI	Physical Plant and General Services Asst. Coordinator		Francisco, Joseph B.		<ul style="list-style-type: none"> <li>• Supervises and manages the planning of activities and assign carpenters to perform the specified scope of works</li> <li>• Prepares and submits semestral/annual reports</li> <li>• Submits required documents for programs and projects implementation</li> </ul>	
28	Admin. Officer I	Records Management Analyst I		Hurtada, Jillian M.		<ul style="list-style-type: none"> <li>• Answers queries in the CAPSU Pontevedra Official Social Media Account or forwards queries to the appropriate departments</li> <li>• Monitors the CAPSU Pontevedra official email account and forwards the communication to intended recipient</li> <li>• Assists in the collection of data for Mid Year Monitoring (2023) and Preparation of BAR 1 Reports</li> <li>• Prepares requests for cash advance and other letter requests for CBAO activities and CBAO PPMP and budget proposal for 2023</li> <li>• Prepares Quarterly Financial Reports for IGPs</li> <li>• Tracks and update CBAO account receivables</li> <li>• Consolidates the 2023 VP OPCR targets to create a draft of the 2023 Campus Ad OPCR</li> </ul>	
29	Guid. Counselor III	Ancillary Services Coordinator, Scholarship and		Loberiza, Teresita, B.		<ul style="list-style-type: none"> <li>• Attends to regular meetings</li> <li>• Attends to at least 1 OSS personnel to convention/ seminar/training for his/her professional growth and development</li> <li>• Submits reports and assists students in applying for scholarship grants</li> </ul>	

		Assistance Coord.					
30	Admin. Aide IV(Electrician)	Electrician I		Lungsod, Jonnie B.		<ul style="list-style-type: none"> <li>Assembles, installs, tests, and maintains electrical or electronic wiring, equipment, appliances, apparatus, and fixtures</li> <li>Diagnoses malfunctioning systems, apparatus, and components to locate the cause of breakdown and correct the problem</li> </ul>	
31	Sec. Guard II			Mijares, Jose Ariel S.		<ul style="list-style-type: none"> <li>Ensures the safety of the students, faculty, and staff</li> <li>Takes charge of the safety and security of all government property within the area of jurisdiction</li> <li>Maintains peace and order in the area of jurisdiction</li> <li>Maintains logbook for visitors and vehicles coming in and out in the area of jurisdiction</li> <li>Prepares and submits reports of all untoward incidents within the area of jurisdiction</li> </ul>	
32	Agri. Technologist			Olmo, Inocentes D.		<ul style="list-style-type: none"> <li>Takes charge of the beautification, landscaping, and cleanliness of the assigned area</li> <li>Secures necessary planting materials for landscaping and beautification projects</li> <li>Maintains the cleanliness and orderliness of the surroundings of the campus</li> <li>Attends to meetings or seminars necessary in the discharge of duties and responsibilities</li> </ul>	
33	Admin. Officer II	HRMO I/ Collecting and Disbursing Officer		Ortiz, Mary Jane D.		<ul style="list-style-type: none"> <li>Collects and issues receipts on all payments for tuition and other school fees, donations, grants and other income from IGPs of the campus/satellite college.</li> <li>Deposits all collections.</li> <li>Collects checks for TES Grantees and 4P's at CAPSU Central</li> <li>Prepares and submits monthly/quarterly reports of collections and deposits to accounting offices, management and other oversight agencies.</li> <li>Issues cheques for payments of the campus' obligations</li> <li>Maintains and updates cash books</li> </ul>	

						<ul style="list-style-type: none"> <li>• Prepares disbursement and liquidation reports to be submitted to the accounting office and other oversight agencies</li> </ul>	
3 4	Sec. Guard I			Ortiz, Norberto D., Jr.		<ul style="list-style-type: none"> <li>• Ensures the safety of the students, faculty, and staff</li> <li>• Takes charge of the safety and security of all government property within the area of jurisdiction</li> <li>• Maintains peace and order in the area of jurisdiction</li> <li>• Maintains logbook for visitors and vehicles coming in and out in the area of jurisdiction</li> <li>• Prepares and submits reports of all untoward incidents within the area of jurisdiction</li> </ul>	
3 5	Sec. Guard I			Palmes, Marcos B.		<ul style="list-style-type: none"> <li>• Ensures the safety of the students, faculty, and staff</li> <li>• Takes charge of the safety and security of all government property within the area of jurisdiction</li> <li>• Maintains peace and order in the area of jurisdiction</li> <li>• Maintains logbook for visitors and vehicles coming in and out in the area of jurisdiction</li> <li>• Prepares and submits reports of all untoward incidents within the area of jurisdiction</li> </ul>	
3 6	Farm Worker II			Reproto, Ariel P.		<ul style="list-style-type: none"> <li>• Assists project in-charge during sow farrowing and marketing of pigs</li> <li>• Assists the project in-charge during vaccination and medication of the animals</li> </ul>	
3 7	Sec. Guard I			Sudaria, Juan B.		<ul style="list-style-type: none"> <li>• Ensures the safety of the students, faculty, and staff</li> <li>• Takes charge of the safety and security of all government property within the area of jurisdiction</li> <li>• Maintains peace and order in the area of jurisdiction</li> <li>• Maintains logbook for visitors and vehicles coming in and out in the area of jurisdiction</li> <li>• Prepares and submits reports of all untoward incidents within the area of jurisdiction</li> </ul>	
3 8	Admin. Officer I	Comput er File Libraria n II / Records Officer		Temporosa, Noemi V.		<ul style="list-style-type: none"> <li>• Safekeeping of official documents containing reliable and vital information to the university</li> <li>• Assist in the preparation of a sound records management, maintenance and disposition schedule/plan</li> <li>• Routing/dissemination of official inter-office communication, memoranda, circulars, etc.</li> </ul>	

						<ul style="list-style-type: none"> <li>● Assist in the reproduction /multiplication of requested documents on file as needed</li> <li>● Assist the Management in the maintenance and disposition of records.</li> <li>● Assists in the routing/disseminating of internal/external communications, memoranda, circulars etc.</li> <li>● Keeps records of incoming and out-going communications.</li> <li>● Performs other duties and responsibilities that may be assigned by the immediate superior</li> </ul>	
3 9	Admin. Aide VI			Unico, Ramella R.		<ul style="list-style-type: none"> <li>● Collects and segregate DTR's for payroll attachment monthly</li> <li>● Prepares supporting documents for loyalty pay, step increment, NOSA and other benefits of the personnel regularly</li> <li>● Assists the HRMO in the recruitment and movement of all personnel</li> <li>● Updates leave cards and service records of all personnel</li> <li>● Assists in the issuance of certifications (Certificate of Employment, Certificate of Absence without Pay-LAWOP) and Service Records</li> <li>● Maintains and update personnel records</li> </ul>	
4 0	Admin. Aide III			<i>*Supe, Mimie G.</i>			