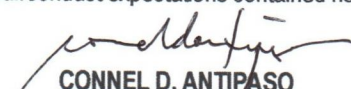
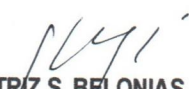


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) EDUCATION PROGRAM SPECIALIST II			
2. ITEM NO.: VISCAB-EPS2-3-2009		3. SALARY GRADE : 16			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<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			VSU, BAYBAY CITY, LEYTE		
7. DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK		
OFFICE OF THE VICE PRESIDENT FOR INSTRUCTION (OVPI)			OVPI, VSU		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	
				P31,765.00	
				12. OTHER	
				ACA PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
VICE PRESIDENT FOR INSTRUCTION			UNIVERSITY PRESIDENT		
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK					
COMPUTER, PRINTER, COPIER, TELEFAX					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive/Managerial		(x)		()	
Supervisors		()		(x)	
Non Supervisors		(x)		(x)	
Staff		()		(x)	
17b. External		Occasional		Frequent	
General Public		()		(x)	
Other Agencies		(x)		()	
Others (Please specify: Admin Personnel		()		(x)	
18. WORKING CONDITION					
Office Work		(x)		Other/s (Please Specify)	
Field Work		()			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Implements Instruction function of the university					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Provides support services to the instruction function of the unit.					
21. QUALIFICATON STANDARDS					
21a. Education		21b. Experience		21c. Training	
Bachelor's degree relevant to the job		1 year of relevant experience		4 hours of relevant training	
				21d. Eligibility	
				Career Service (Professional) Second Level Eligibility	
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, 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, behavior 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. 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
3. 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
4. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	3
5. Filipino Values Restoration - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature	3
6. 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.	3
7. 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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) (Competency Level
25% Provides over-all assistance to the Vice President for Instruction to facilitate the performance of his over all functions in managing the academic affairs of the university	2
25% Takes the lead in the preparation and assists the VPI in the actual execution of major university academic activities, among others, Commencement Exercises, Annual Academic Convocation, Anniversary Convocation, accreditation and others	2
15% Screens and reviews all documents for action by the Vice President and requires submission of needed documents, if any.	2
10% Performs support services to the various academic units of the university such as computation of workload, looking for APB representative during screening of faculty applicants and other academic related matters	2
10% Prepares draft and finalizes corrected memoranda, letters, reports and other communication in support to the implementation of instruction function of the university.	2
10% Facilitates requests and other concerns of faculty members and of the different units/faculty in carrying out official functions including the needs and queries of CHED K to 12 scholars as well as documents needed by CHED national and regional offices	2
5% Performs other functions as required by superiors.	2
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.	
 CONNEL D. ANTIPASO Employee's Name, Date and Signature	 BEATRIZ S. BELONIAS Supervisor's Name, Date and Signature