
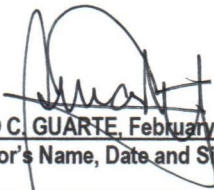


5. Change Adaptation - Works effectively in a variety of people and situations and adapts one's thinking, behavior and style appropriately in dealing with change.	2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues	1
21f. FUNCTIONAL COMPETENCIES	Competency Level
1. Administrative Service 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	
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 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.	2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
30% - Prepares Communication	2
15% - Prepares Faculty Workload	2
20% - Prepares Department Reports	2
20% - Maintain Department's filing system	2
10% - Facilitates Instructional activities of the faculty in the department	2
5% - Do other task assigned by the head of office	2
----- 100%	
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.	
 LORNA B. ABAMO, February 1, 2019 Employee's Name, Date and Signature	 ROBERTO C. GUARTE, February 1, 2019 Supervisor's Name, Date and Signature