



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	
2. ITEM NUMBER ADO2-31-2004		3. SALARY GRADE SG-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 OFFICE OF THE DEAN GRADUATE SCHOOL	
7. DEPARTMENT / BRANCH / DIVISION OFFICE OF THE DEAN GRADUATE SCHOOL		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT N/A	10. PREVIOUS APPROP ACT N/A	11. SALARY AUTHORIZED P305,268.00 per annum	12. OTHER COMPENSATION ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR DEAN, OFFICE OF GRADUATE SCHOOL		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR VICE PRESIDENT FOR ACADEMIC AFFAIRS	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK DESKTOP/LAPTOP COMPUTER, PRINTER, CAMERA, LCD PROJECTOR, MOBILE/TELEPHONE			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial Supervisors Non-Supervisors Staff	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	General Public Other Agencies Others (Please Specify): _____ <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/>
18. WORKING CONDITION			
Office Work Field Work	<input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/>	Other/s (Please Specify)
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides support services to the Dean of Graduate School			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Assist in the administration of the office			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree	3 years of relevant experience	None Required	Career Service (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			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 and issues and issues			2
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. 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
5. Risk Management - Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.			2
6. Report Writing - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management.			2
7. 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
8. Sharing Expertise and Linkaging - Shares technical expertise and links with other institutions through the conduct of trainings, seminar-workshops, lectures, conferences and consultancy services to increase knowledge, skills and expertise of clients based on pre and post evaluations.			2
9. 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.			3
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
15%	1. Takes charge in preparing draft and final copies of office communication/memoranda to graduate faculty/students and Graduate School proposals for review/evaluation by the Dean of the Graduate School		2
15%	2. Prepares notice/agenda of meetings/materials needed/presentation; Minutes of Graduate School		2
15%	3. Monitors and facilitates evaluation, review and approval of graduatecurricular program proposals and new policy/guideline proposals relative to Graduate School		2
15%	4. Keeps proper and complete records of OGS important documents (policies, memoranda, approved graduate curricular proposals and other important communications		2
10%	5. Prepares accomplishment/annual reports of the Graduate School and and Office Performance Commitment Review of OGS/summarizes OGS Staff Individual Performance Commitment Review		2
5%	6. Facilitates submission of advanced education BED and BAR data and other data required by requesting office/agency		2
5%	7. Facilitates processing of international graduate students admission and enrollment		2
5%	8. Assists the Dean of the Graduate School in the supervision of GS staff		2
5%	9. Countersigns administrative office documents (Faculty/Staff/Students Clearance)		2
5%	10. Assist the Graduate School Secretary in transcribing the minutes of the meeting		2
5%	11. Performs other duties and responsibilities requested by the Dean		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.			
 ANICETA M. LUMACAD Employee's Name, Date and Signature		 ANABELLA B. TULIN Supervisor's Name, Date and Signature	