		1. POSITION TITLE (as approved by authorized agency) with		
Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		parenthetical title		
		ADMINISTRATIVE ASSISTANT II (clerk IV)		
2. ITEM NUMBER		3. SALARY GRADE		
VISCAB-A	ADAS2-46-2004	8		
4 FOR LOCAL GOVERNM	IENT POSITION, ENUMERATE O	GOVERNMENTAL UNIT AND CLASS		
☐ Province ☑ City ☐ Municipality	□ 2n	d Class	☐ 5th Class ☐ 6th Class ☐ Special	
			— Оросіаї	
5. DEPARTMENT, CORPO LOCAL GOVERNMENT		6. BUREAU OR OFFICE		
VISAYAS ST	TATE UNIVERSITY	OFFICE OF THE PRESIDENT		
7. DEPARTMENT / BRANC	CH / DIVISION	8. WORKSTATION / PLACE OF WORK		
	ENT FOR ADMINISTRATION AND INANCE	VSU-CEBU, CEBU CITY,CEBU		
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION	
		P17,505.00/month	ACA/PERA P2000	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
VICE PRESIDENT FOR	ADMINISTRATION & FINANCE	PRESIDE	ENT	
15. POSITION TITLE, AND	ITEM OF THOSE DIRECTLY S			
A DMINIST	(if more than seven (7) list	t only by their item numbers and titles)	-2004	
	OUSE CARETAKER	ADA3-170-2004 JO		
16. MACHINE, EQUIPMEN		ARLY IN PERFORMANCE OF WORK		
		NTER, SCANNER, TELE/IP/CELL PHON	IE .	
DE COMPANY OF THE PROPERTY OF				
17. CONTACTS / CLIENTS	A SANDAL PROGRAM OF THE PROGRAM OF T	17b External	Occasional Frequent	
17. CONTACTS / CLIENTS 17a. Internal Executive / Managerial	S / STAKEHOLDERS Occasional Frequent	17b. External General Public	Occasional Frequent	
17a. Internal Executive / Managerial Supervisors	Occasional Frequent	General Public Other Agencies		
17a. Internal Executive / Managerial Supervisors Non-Supervisors	Occasional Frequent	General Public		
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff	Occasional Frequent	General Public Other Agencies		
17a. Internal Executive / Managerial Supervisors Non-Supervisors	Occasional Frequent V V V V V V	General Public Other Agencies		
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff 18. WORKING CONDITION	Occasional Frequent	General Public Other Agencies Others (Please Specify):		
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff 18. WORKING CONDITION Office Work Field Work	Occasional Frequent V V V V V V	General Public Other Agencies Others (Please Specify): Other/s (Please Specify)		
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff 18. WORKING CONDITION Office Work Field Work 19. BRIEF DESCRIPTION	Occasional Frequent OCCASIONAL PROPERTY OCCASIONA	General Public Other Agencies Others (Please Specify): Other/s (Please Specify)		
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff 18. WORKING CONDITION Office Work Field Work 19. BRIEF DESCRIPTION Provides support services in	Occasional Frequent OCCASIONAL PROPERTY OF THE GENERAL FUNCTION administrative, lodging accomode	General Public Other Agencies Others (Please Specify): Other/s (Please Specify) OF THE UNIT OR SECTION dation, and alternative methods of procu		
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff 18. WORKING CONDITION Office Work Field Work 19. BRIEF DESCRIPTION Provides support services in	Occasional Frequent OCCASIONAL FREQUENT OCCASIONAL FUNCTION OF THE GENERAL FUNCTION OF THE GENERAL FUNCTION OF THE GENERAL FUNCTION	General Public Other Agencies Others (Please Specify): Other/s (Please Specify) OF THE UNIT OR SECTION	rement to the University	
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff 18. WORKING CONDITION Office Work Field Work 19. BRIEF DESCRIPTION Provides support services in 20. BRIEF DESCRIPTION Manages all areas of VSU-0	Occasional Frequent OCCASIONAL FREQUENT OCCASIONAL FUNCTION OF THE GENERAL FUNCTION OF THE GENERAL FUNCTION OF THE GENERAL FUNCTION	General Public Other Agencies Others (Please Specify): Other/s (Please Specify) OF THE UNIT OR SECTION dation, and alternative methods of procu	rement to the University	
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff 18. WORKING CONDITION Office Work Field Work 19. BRIEF DESCRIPTION Provides support services in 20. BRIEF DESCRIPTION Manages all areas of VSU- attends to all clerical and ac 21. QUALIFICATION STAN	Occasional Frequent OCCASIONAL FREQUENT OCCASIONAL FUNCTION OCCASIONAL FUNCTION OCCASIONAL FUNCTION Copus administrative, lodging accomod OF THE GENERAL FUNCTION Copus operations; assists in canvadaministrative tasks of the Office	General Public Other Agencies Others (Please Specify): Other/s (Please Specify) OF THE UNIT OR SECTION dation, and alternative methods of procu- OF THE POSITION (Job Summary) assing and/or purchasing supplies,materi	rement to the University	
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff 18. WORKING CONDITION Office Work Field Work 19. BRIEF DESCRIPTION Provides support services in 20. BRIEF DESCRIPTION Manages all areas of VSU-dattends to all clerical and ac 21. QUALIFICATION STAN 21a. Education	Occasional Frequent OCCASIONAL FREQUENT OCCASIONAL FUNCTION OF THE GENERAL FUNCTION Cebu operations; assists in canvaluministrative tasks of the Office NDARDS 21b. Experience	General Public Other Agencies Others (Please Specify): Other/s (Please Specify) OF THE UNIT OR SECTION dation, and alternative methods of procur OF THE POSITION (Job Summary) assing and/or purchasing supplies,materi	rement to the University ials,equipment, and services; 21d. Eligibility	
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff 18. WORKING CONDITION Office Work Field Work 19. BRIEF DESCRIPTION Provides support services in 20. BRIEF DESCRIPTION Manages all areas of VSU- attends to all clerical and ac 21. QUALIFICATION STAN	Occasional Frequent OCCASIONAL FREQUENT OCCASIONAL FUNCTION OCCASIONAL FUNCTION OCCASIONAL FUNCTION Copus administrative, lodging accomod OF THE GENERAL FUNCTION Copus operations; assists in canvadaministrative tasks of the Office	General Public Other Agencies Others (Please Specify): Other/s (Please Specify) OF THE UNIT OR SECTION dation, and alternative methods of procu- OF THE POSITION (Job Summary) assing and/or purchasing supplies,materi	rement to the University ials, equipment, and services; 21d. Eligibility Career Service(Subprofessional)	
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff 18. WORKING CONDITION Office Work Field Work 19. BRIEF DESCRIPTION Provides support services in 20. BRIEF DESCRIPTION Manages all areas of VSU-dattends to all clerical and acceptable and acceptable acceptable. 21. QUALIFICATION STAN 21a. Education Completion of 4 years studies in college	Occasional Frequent OCCASIONAL FREQUENT OCCASIONAL FUNCTION OF THE GENERAL FUNCTION Cebu operations; assists in canvadaministrative tasks of the Office NDARDS 21b. Experience 1 year of relevant experience	General Public Other Agencies Others (Please Specify): Other/s (Please Specify) OF THE UNIT OR SECTION dation, and alternative methods of procur OF THE POSITION (Job Summary) assing and/or purchasing supplies,materi	rement to the University ials, equipment, and services; 21d. Eligibility Career Service(Subprofessional) First Level Eligibility	
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff 18. WORKING CONDITION Office Work Field Work 19. BRIEF DESCRIPTION Provides support services in 20. BRIEF DESCRIPTION Manages all areas of VSU-dattends to all clerical and acceptance of the services of the servi	Occasional Frequent OCCASIONAL FREQUENT OCCASIONAL FUNCTION OF THE GENERAL FUNCTION Cebu operations; assists in canvadministrative tasks of the Office NDARDS 21b. Experience 1 year of relevant experience	General Public Other Agencies Others (Please Specify): Other/s (Please Specify) OF THE UNIT OR SECTION dation, and alternative methods of procur OF THE POSITION (Job Summary) assing and/or purchasing supplies,materi	rement to the University ials, equipment, and services; 21d. Eligibility Career Service(Subprofessional) First Level Eligibility Competency Level	
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff 18. WORKING CONDITION Office Work Field Work 19. BRIEF DESCRIPTION Provides support services in 20. BRIEF DESCRIPTION Manages all areas of VSU-cattends to all clerical and acceptance of the completion of 4 years studies in college 21e. Core Competence as well as moral principles, values	Occasional Frequent OCCASIONAL FUNCTION OF THE GENERAL FUNCTION administrative, lodging accomod OF THE GENERAL FUNCTION Cebu operations; assists in canvade diministrative tasks of the Office NDARDS 21b. Experience 1 year of relevant experience sizes assionalism - demonstrates high standards of public office	General Public Other Agencies Others (Please Specify): Other/s (Please Specify) OF THE UNIT OR SECTION dation, and alternative methods of procu OF THE POSITION (Job Summary) assing and/or purchasing supplies,materi	rement to the University ials,equipment, and services; 21d. Eligibility Career Service(Subprofessional) First Level Eligibility Competency Level	
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff 18. WORKING CONDITION Office Work Field Work 19. BRIEF DESCRIPTION Provides support services in 20. BRIEF DESCRIPTION Manages all areas of VSU-oattends to all clerical and acceptation 21. QUALIFICATION STAN 21a. Education Completion of 4 years studies in college 21e. Core Competence 1. Exemplifying Integrity and Profes as well as moral principles, values 2. Delivering Service Excellence -	Occasional Frequent OCCASIONAL PROPERTY OF THE GENERAL FUNCTION OF THE GENERAL FUNCTION Cebu operations; assists in canvadministrative tasks of the Office NDARDS 21b. Experience 1 year of relevant experience cies essionalism - demonstrates high standards, and standards of public office Complies with VSU's established standards.	General Public Other Agencies Others (Please Specify): Other/s (Please Specify) OF THE UNIT OR SECTION dation, and alternative methods of procusors of the Position (Job Summary) assing and/or purchasing supplies, material 21c. Training 4 hours of relevant training ds of professional behaviour, adhering to ethical ards of service delivery for customer satisfaction	rement to the University ials, equipment, and services; 21d. Eligibility Career Service(Subprofessional) First Level Eligibility Competency Level 2	
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff 18. WORKING CONDITION Office Work Field Work 19. BRIEF DESCRIPTION Provides support services in 20. BRIEF DESCRIPTION Manages all areas of VSU-dattends to all clerical and acceptance of the services of the servi	Occasional Frequent OCCASIONAL FREQUENT OF THE GENERAL FUNCTION OF THE GENERAL FUNCTION Cebu operations; assists in canvadministrative tasks of the Office NDARDS 21b. Experience 1 year of relevant experience c, and standards of public office Complies with VSU's established standards of public office	General Public Other Agencies Others (Please Specify): Other/s (Please Specify) OF THE UNIT OR SECTION dation, and alternative methods of procusors of the Position (Job Summary) assing and/or purchasing supplies, material 21c. Training 4 hours of relevant training ds of professional behaviour, adhering to ethical ards of service delivery for customer satisfaction	rement to the University ials,equipment, and services; 21d. Eligibility Career Service(Subprofessional) First Level Eligibility Competency Level	
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff 18. WORKING CONDITION Office Work Field Work 19. BRIEF DESCRIPTION Provides support services in 20. BRIEF DESCRIPTION Manages all areas of VSU-dattends to all clerical and acceptance of the services of the servi	Occasional Frequent OCCASIONAL FREQUENT OF THE GENERAL FUNCTION OF THE GENERAL FUNCTION Cebu operations; assists in canvadministrative tasks of the Office NDARDS 21b. Experience 1 year of relevant experience Sies essionalism - demonstrates high standards, and standards of public office Complies with VSU's established standards of public office	General Public Other Agencies Others (Please Specify): Other/s (Please Specify) OF THE UNIT OR SECTION dation, and alternative methods of procu OF THE POSITION (Job Summary) assing and/or purchasing supplies,materi 21c. Training 4 hours of relevant training ds of professional behaviour, adhering to ethical ards of service delivery for customer satisfaction on facts or information;	rement to the University ials, equipment, and services; 21d. Eligibility Career Service(Subprofessional) First Level Eligibility Competency Level 2 2	

21f. Functional Comp		Competency Level,
	pement- Develops programs and projects, and mobilizes and manages resources, both ally achieve the set objectives and targets of the university in general and of the different ters in particular	6 201 1 2000 • 10 1 1200 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0
ecords in the university which ar	agement- Applies and adapts records management standards related to the cycle of e conducted to achieve adequate and proper documentation of government policies, ement of the university operations.	1
. Facilitation - Guides the excha	nge of information and ideas in an interactive session designed to meet defined objectives	1
D 11		
overn the execution of tasks, ac elivered effectively and efficientl	pps, formulates and reviews for enhancement processes, policies and procedures which tivities, or projects, in order to ensure work is accomplished and required results are y; adopt measures to drive compliance; be proactive in responding to opportunities for experience, feedback, emerging technologies and new direction.	
	athers and analyzes the detailed status of the program in order to determine if its ongoing aligned with the intended direction of achieving the set goals and objectives.	1
	TES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	12 (247)
Timbe	Organizes, directs, and controls all canvassing assistance operation	
	of VSU-Cebu in alternative procurement	
	a. Checks, selects, and assists in serving to and retrieving from	
	suppliers procurement docs such as RFQs, POs, checks, etc.	
	b. Checks, evaluates, and signs quoted RFQs, prepared POs and	
	c. Picks up/handcarries urgent purchased items	
	d. Receives, inspects deliveries with invoice and records in logbook	
	e. Records, monitors, and follows up for RFQs, POs, and equipment	
	repair	
	f. Prepares and sends for-replenishment documents for processing	
50%	and maintains a cash disbursements record of cash advance	2
	g. Receives incoming transmittal letter and check for its completion of	
	items sent	
	h. Prepares transmittal by encoding, including checking, marking	
	and packing items for shipment	
	i. Scans RFQs, POs, AOQs, transmittals, and List of Checks to PDF	
	for e-filing	
	j. Encodes data records of POs, RFQs, transmittals, and checks in	
	database	
	k. Performs other related duties as maybe assigned by superior	
	2. Plans, directs, and oversees VSU-Cebu Lodging House operations	
	a. Assists the caretaker in handling inquiries and reservations for room	
	bookings	
	b. Assists in welcoming of guests, attending registration of guests,	
	issuing of OR and accepting of payment	
	c. Conducts regular inspection of the different publics areas to check	
40%	the quality of cleaning and maintenance; and anything that needs	2
	repair or corrective action	
	d. Prepares and sends monthly report and maintains a cash receipts	
	record of lodging collection	
	e. Assists in installing/repairing of items with minor problems in	
	electrical and plumbing	
The section of the se	f. Performs other related duties as maybe assigned by superior	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
15 DTL 3	Performs administrative assistance support	
	a. Conducts and assists guests who travel to Cebu on official business	
10%	b. Assists in delivery/pick-up of documents	2
	c. Facilitate filing/picking up of ombudsman clearances	
	d. Performs other related duties as maybe assigned by superior	

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.

NEVIN A. PACADA Employee's Name, Date and Signature REMBERTO A. PATINDOL Supervisor's Name, Date and Signature