

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>		1. POSITION TITLE (as approved by authorized agency) with parenthetical title	
		ADMINISTRATIVE ASSISTANT II (clerk IV)	
2. ITEM NUMBER		3. SALARY GRADE	
VISCAB-ADAS2-46-2004		8	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/></div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>			



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		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		1
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
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.		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
50%	1. 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 and maintains a cash disbursements record of cash advance 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
40%	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 the quality of cleaning and maintenance; and anything that needs 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 f. Performs other related duties as maybe assigned by superior	2
10%	3. Performs administrative assistance support a. Conducts and assists guests who travel to Cebu on official business b. Assists in delivery/pick-up of documents c. Facilitate filing/picking up of ombudsman clearances d. Performs other related duties as maybe assigned by superior	2
23. ACKNOWLEDGMENT AND ACCEPTANCE:		
<p>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.</p> <div><div>NEVIN A. PACADA Employee's Name, Date and Signature</div><div>REMBERTO A. PATINDOL Supervisor's Name, Date and Signature</div></div>		