

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

Senior Administrative Assistant III
(Private Secretary II)

2. ITEM NUMBER

VISCAB-SADAS3-20-2023

3. SALARY GRADE

15

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

- Province
 City
 Municipality

- 1st Class
 2nd Class
 3rd Class
 4th Class

- 5th Class
 6th Class
 Special

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

STATE UNIVERSITY & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

OFFICE OF THE PRESIDENT

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

N/A

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

₱36,619.00

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

UNIVERSITY PRESIDENT

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

UNIVERSITY PRESIDENT

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE

ITEM NUMBER

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

DESKTOP COMPUTER, LAPTOP, PRINTER, SCANNER, ETC.

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>			

18. WORKING CONDITION

Office Work

Other/s (Please Specify)

Field Work

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

The University shall be headed by a President who shall render full time service. Shall have general powers of administration and supervision similar to Chief Executive Officers of private corporations.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Provide administrative and logistical support to ensure the performance of duties of the University President.

21. QUALIFICATION STANDARDS

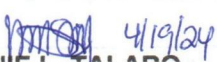
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of two years studies in college	None Required	None Required	None Required
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering 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	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. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	3
3. 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.	3
4. 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
5. 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
6. 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
7. 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
8. Peer Mentoring -Develops and equips junior faculty for higher level position through learning by observing and doing; collaborative teaching, research and extension activities; partnership in writing publications and participation in conferences and technical fora, so that VSU's academic excellence will be sustained.	2

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	
20%	Perform initial review and vet documents as to the completeness, accuracy and compliance to existing rules and regulations and endorse it to Executive Assistant IV/President for action.	1
20%	Process and maintain files of MOA/MOU	1
10%	Assist in preparing drafts of correspondence, speeches and reports	1
10%	Assist in arranging meetings, appointments, and travels ensuring a thorough and efficient coordination of presidential activities.	1
10%	Act as recording secretary in meetings and maintaining files.	1
10%	Keep record on administrative actions and decisions.	1
10%	Order, receive and maintain inventory of supplies and equipment in accordance with established guidelines.	1
10%	Perform other tasks which may be assigned by the President	1

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.


ANNIE L. TALABO
 Employee's Name, Date and Signature


PROSE IVY G. YEPES, EdD
 Supervisor's Name, Date and Signature