

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 Assistant I

2. ITEM NUMBER

ADAS1-88-2023

3. SALARY GRADE

7

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 UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

Procurement Office

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

P20,110.00

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, Procurement

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, Administrative Services

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, Printer & Laptop

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial



Supervisors



Non-Supervisors



Staff



General Public



Other Agencies



Others (Please Specify):

Suppliers



18. WORKING CONDITION

Office Work



Field Work



Other/s (Please Specify)

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

Provides support services to the university in terms of the actual procurement of its needed goods, consulting services, and infrastructure projects and act as support unit to the university's Bids and Awards Committee (BAC)

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

Conducts pre-canvassing and actual canvassing of all requested items Charged to Trust Fund in the university, Serve as BAC Secretariat on Infrastructure, Goods and Services

21. QUALIFICATION STANDARDS

21a. Education

21b. Experience

21c. Training

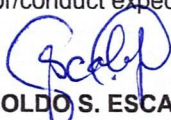

21d. Eligibility

Completion of two years studies in college

None Required

None Required

Career Serve
(Sub-professional)
First Level Eligibility

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.		1
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.		1
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.		1
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.		1
5. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives		1
6. 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
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.		1
8. Waste Management - Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		
Percentage of Working Time	Duties and Responsibilities	Competency Level
40%	1. Serve as Canvasser for Purchase Requests charged against Trust Fund	1
40%	2. Serve as BAC Secretariat	1
10%	3. Conduct Pre-Canvassing to source out prospective bidders of unknown qualification	1
5%	4. Maintain an updated registry of suppliers	1
5%	5. Does other related tasks assigned by the immediate supervisor	1
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 style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  LEOPOLDO S. ESCALA JR. 7/14/2025 Employee's Name, Date and Signature </div> <div style="text-align: center;">  JESSAMINE C. ECLEO 7/15/25 Supervisor's Name, Date and Signature </div> </div>		