

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		3. SALARY GRADE			
VIS CAB-ADO F2-30-2004		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		6. BUREAU OR OFFICE			
VISAYAS STATE UNIVERSITY		Human Resource Management Office (HRMO)			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
Learning, Development and Human Resource Accreditation Office (LDHRAO)		VSU, BAYBAY CITY, LEYTE			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
		P27,000.00	ACA/PERA P2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
Director, HRMO		VP, Administration and Finance			
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					
Computer, Printer, Camera					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Executive / Managerial		<input type="checkbox"/>	<input type="checkbox"/>	General Public	
Supervisors		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	
Non-Supervisors		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	
Staff		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	VSU Faculty and Staff	
18. WORKING CONDITION					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input type="checkbox"/>	<input type="checkbox"/>		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Responsible in the effective implementation of the Learning and Development Programs and the policies covering both the faculty and administrative staff.					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Lead in the implementation of the Learning and Development Programs and the policies covering both the faculty and administrative staff.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree	3 years of relevant experience	None Required	Career Service (Professional) Second 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			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. Filipino Values Restoration - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.			2
4. Human Resource Management and Development- Searches, attracts and assesses job candidates and guides the appointing authority in choosing the best fit for the job at the right time, in accordance with legal requirements to achieve organisational goals.			2
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. 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.			2
7. 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.			2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
5%	1. Provide secretarial services to the two scholarship committees for faculty and staff;		2
5%	2. Process requests for attendance to trainings, conferences and scholarships to pursue advance studies or degree;		2
5%	3. Lead in the coordination with the different Offices of the Vice Presidents in the conduct of the faculty development and staff manpower reviews;		2

5%	4. Summarize results of the manpower reviews through the publication of the Faculty and Staff Development Plans of the University;	2
5%	5. Coordinate with VP Offices in the establishment of a systematized annual in-house training plan;	2
30%	6. Prepare training plans based training needs gathered through various sources, among other, training needs, customer feedback, input from supervisors through the IDP & IPCR, prepares training designs and facilitates its conduct & prepares required reports per training conducted;	2
10%	7. Facilitate other in-house training as requested by different units, VPs or the University President;	2
5%	8. Update the HR accreditation office in briefing personnel from other SUCs and agencies who come to benchmark VSU's innovative HR policies, programs and best practices;	2
5%	9. Package portfolio of VSU employees who are nominated for Honors and Awards by the Civil Service Commission.	2
25%	10. Act as dDRC of HRMO and do other task assigned by the supervisor	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.


LUVILLA G. ALCOBER
 Employee's Name, Date and Signature


HONEY SOFIA V. COLIS
 Supervisor's Name, Date and Signature