

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 V (Private Secretary I)

2. ITEM NUMBER

LS

3. SALARY GRADE

11

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

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

N/A

27,000 Php

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER

VICE PRESIDENT FOR ACADEMIC AFFAIRS

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

17. CONTACTS / CLIENTS / STAKEHOLDERS

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

18. WORKING CONDITION

Office Work	<input checked="" type="checkbox"/>	<input 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

Administering the overall implementation of policies related to teaching and learning in the Visayas State University

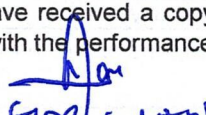
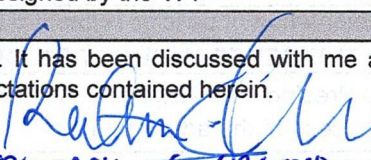
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Provides assistance to the Vice President for Academic Affairs in his daily functions and responsibilities in the university, contributing to the success of the administration

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	C S (Subprofessional)1ST



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 and issues		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. 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
6. Use of Information and Communocations Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection technologies. In accordance with the mandate of the unit that will result to efficient and effective delivery of services by ensuring the responsiveness to the needs of stakeholder.		1
7. 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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
20%	Manage the appointments/schedule of activities of the Office of the Vice President for Academic Affairs and arrange the official appointments and functions of the VP for Academic Affairs;	1
15%	Draft communications for VSU units and other agencies;	1
15%	Prepare travel-related documents of the VP;	1
10%	Interview and screen callers and visitors;	1
10%	Provide administrative support to the OVPAA	1
10%	Prepare and manage critical and confidential matters, files and office records;	1
5%	Coordinate and collaborate with offices within and/or outside the OVPAA to ensure efficient, effective, and timely delivery of services;	1
5%	Handle critical and confidential matters as assigned by the VP; and	1
5%	Perform other tasks and designations as assigned by the VP.	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.		
<div><div> YI GOR S. NERI 12/16/2024</div><div> RODARIO S. GRANDOSO 12/16/2024</div></div>		
Employee's Name, Date and Signature		Supervisor's Name, Date and Signature