

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

3. SALARY GRADE

VISCAD - ADAS5-08-2019

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

6. BUREAU OR OFFICE

STATE UNIVERSITIES & COLLEGES

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

OVPAA

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

30,000 PHP

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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

Frequent

17b. External

Occasional

Frequent

Executive / Managerial

☐

☒

General Public

☒

☐

Supervisors

☒

☐

Other Agencies

☐

☐

Non-Supervisors

☒

☐

Others (Please Specify):

Staff

☒

☐

18. WORKING CONDITION

Office Work

☒

☐

Other/s (Please Specify)

Field Work

☐

☐

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



<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
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			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Completion of 2 years studies in college	None Required	None Required	C S (Subprofessional) 1ST Level
<b>21e. Core Competencies</b>			<b>Competency Level</b>
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 Savvy - 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
<b>21f. Functional Competencies</b>			<b>Competency Level</b>
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
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			<b>Competency Level</b>
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		
25%	Manage the appointments/schedule of activities of the Office of the Vice President for Academic Affairs and arrange the official		1
25%	Draft communications for VSU units and other agencies;		1
25%	Prepare travel-related documents of the VP;		1
10%	Interview and screen callers and visitors;		1
10%	Provide administrative support to the OVPA		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 OVPA 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
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>			
<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="width: 45%;"> <p><i>HANS CHRISTIAN TRIS TUMPAO</i> 4/7/2025</p> <p><b>Employee's Name, Date and Signature</b></p> </div> <div style="width: 45%;"> <p><i>ROBERTO S. GRAYOSO</i> 4/7/2025</p> <p><b>Supervisor's Name, Date and Signature</b></p> </div> </div>			