

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 EDUCATION RESEARCH ASSISTANT 1		
2. ITEM NUMBER			3. SALARY GRADE		
			9		
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 UNIVERSITY & COLLEGES			VISAYAS STATE UNIVERSITY		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
OFFICE OF THE VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED 12. OTHER	
				P23,226.00 ACA/PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
VICE PRESIDENT			PRESIDENT		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
DESKTOP COMPUTER, LAPTOP, PRINTER					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial Supervisors	☐	☐	General Public	☒	☐
Non-Supervisors	☒	☐	Other Agencies	☐	☐
Staff	☒	☐	Others (Please Specify): _____		
18. WORKING CONDITION					
Office Work	☒	☐	Other/s (Please Specify)		
Field Work	☒	☐			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
The office is responsible for the development of various programs and services that focus on the nonacademic aspects of the student's life in the university such as the acquisition of values and skills for a lifelong learning. The office is the main proponent in handling student programs and activities which may include admissions, student welfare & services, scholarships, grants & awards, career & job placement, student organizations and other program concerning students.					

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

Assist the Vice President in developing programs, projects, proposals to enhance the quality of the student experience;
Provide leadership and strategic direction to all unit offices working with student affairs & services;
Collaborate with departments/offices/units to provide services for undergraduate and graduate students;
Represent the OVPSAS in the community events that deal with student affairs and services;
Conducts research or survey on students' services and provide recommendation for the improvement in the delivery of services to students;
Maintain goodwill and collegial relationship with stakeholders and all other interested parties.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	1 year relevant experience	4 hrs of relevant training	Career Service (Subprofessional)1ST Level
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			1
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			1
3. Communication Savvy - Effectively delivers messages that simply focus on facts or information;			1
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			1
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.			1
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. 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

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
25%	1. Involves in the preparation and review of project/program proposals	1
25%	2. Monitors the projects and programs implemented by the different offices/units working with student affairs and services	1
25%	3. Prepares reports for submission to external agencies/providers and offices in the university	1
15%	4. Participate in the network of researchers, policymakers and practitioners in the areas of student affairs and services	1
10%	5. Perform other duties assigned by the Supervisors	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.

<u>NORBERT JOHN O. VILLAS/July 1, 2025</u> Employee's Name, Date and Signature	<u>ALELI A. VILLOCINO/July 1, 2025</u> Supervisor's Name, Date and Signature
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