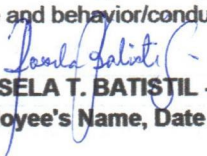
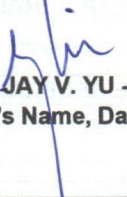


<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency with parenthetical title)</b>  <b>Administrative Assistant V (Private Secretary I)</b>	
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>	
ADAS5-59-2023		11	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<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			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>	
STATE UNIVERSITY & COLLEGES		VISAYAS STATE UNIVERSITY	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>	
VICE PRESIDENT FOR ADMIN AND FINANCE		VSU, BAYBAY CITY, LEYTE	
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>
N/A		₱27,000.00	ACA/PERA P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>	
VICE PRESIDENT FOR ADMINISTRATION AND FINANCE		UNIVERSITY PRESIDENT	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>			
(if more than seven (7) list only by their item numbers and titles)			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>			
DESKTOP COMPUTER, LAPTOP, PRINTER, SCANNER			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>18. WORKING CONDITION</b>			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
Leads, supervises, and designs thorough administrative strategies to provide vital support for the university system.			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
Provides over-all assistance to the Vice President for Administration and Finance to facilitate the performance of his over all functions in managing the administration and finance in the university.			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Completion of two years studies in college	None Required	None Required	None Required
<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. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			



3. Communication Savy - Effectively delivers messages that simply focus on facts or information;													
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results													
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.													
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems													
<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													
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.													
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives													
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.													
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.													
6. 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.													
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													
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	<b>Competency Level</b>												
<table border="1"> <thead> <tr> <th>Percentage of Working Time</th> <th>(State the duties and responsibilities here:)</th> </tr> </thead> <tbody> <tr> <td>30%</td> <td>Supervises staff in the performance of assigned tasks.</td> </tr> <tr> <td>25%</td> <td>Screens and reviews all documents for action by the VP</td> </tr> <tr> <td>20%</td> <td>Prepares draft and finalizes corrected memoranda, letters, reports, and other communication</td> </tr> <tr> <td>15%</td> <td>Facilitates request and other concerns of the offices under OVPAF.</td> </tr> <tr> <td>10%</td> <td>Does other tasks assigned by the immediate Supervisor</td> </tr> </tbody> </table>	Percentage of Working Time	(State the duties and responsibilities here:)	30%	Supervises staff in the performance of assigned tasks.	25%	Screens and reviews all documents for action by the VP	20%	Prepares draft and finalizes corrected memoranda, letters, reports, and other communication	15%	Facilitates request and other concerns of the offices under OVPAF.	10%	Does other tasks assigned by the immediate Supervisor	
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<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;"> <div style="text-align: center;">   <b>ROSELA T. BATISTIL - May , 2024</b>  <b>Employee's Name, Date and Signature</b> </div> <div style="text-align: center;">   <b>ELWIN JAY V. YU - May , 2024</b>  <b>Supervisor's Name, Date and Signature</b> </div> </div>													