



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1		1. POSITION TITLE (as approved by authorized agency) with parenthetical title ADMINISTRATIVE ASSISTANT II	
2. ITEM NUMBER ADAS2-41-2004		3. SALARY GRADE 8	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div> <input type="checkbox"/> 5th Class <input checked="" type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE CAFS DEAN'S OFFICE	
7. DEPARTMENT / BRANCH / DIVISION CAFS DEAN'S OFFICE		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED 16,758.00	12. OTHER COMPENSATION 2,000.00 ACA/PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR COLLEGE DEAN		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR VP FOR ACADEMIC AFFAIRS	
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, PRINTER AND COPIER			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial Supervisors Non-Supervisors Staff	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	General Public Other Agencies Others (Please Specify): <u>Students</u>
18. WORKING CONDITION			
Office Work Field Work	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Other/s (Please Specify)
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Oversees the overall operations of the units/departments under the College.			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Provides administrative support services to the instruction. Research and extension functions of the college.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of two years studies in College	One (1) year relevant experience	Four (4) years relevant training	Sub-Prof 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 and issues. Level-1			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. Use of Information and Communication 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.			1
4. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives.			1
5. Report Writing - Prepares and produce reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensure proper documentation and presentation of information for an effective and efficient information utilization and management.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		
40%	Assist the College Dean in the administrative operation of the College; Attends meeting in behalf of the dean; Take charge of the emails of the college; Provide support to clientele (Students, Faculty and other stakeholders) either by phone calls, emails or in personal.		1
25%	Carry out administrative duties such as filing, encoding, prepares draft letter, correspondence and memos; organize and prepares schedule of meetings and appointments; Develop and maintain filing system; Prepares office supplies (PPMP, PRs, etc.); Organize travel arrangements for the dean (TOs, cash advances, trip tickets, OICship, etc.)		1
15%	Prepares College consolidated reports (Annual Reports, Annual Development Plan, Faculty Development Plan, Manpower reports, CHED-COE, CHED-NAFES, CHED-COPC, CHED RQAT, etc.)		1
15%	Take charge of the financial status of the college and other financial like CHED-COE, CHED-NAFES, ERASMUS MUNDUS)		1
5%	Performs other related tasks as maybe assigned from time to time by the College Dean.		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.			
 REMEMITA J. SOLIS Employee's Name, Date and Signature		 VICTOR B. ASIO Supervisor's Name, Date and Signature	