

 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM)	
		ADMINISTRATIVE ASSISTANT II	
2. ITEM NO.: VISCAB-ADAS2-44-2004		3. SALARY GRADE : 8	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	
<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		Office of the Vice-President for Planning, Resource Generation and Auxiliary Services	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
Office of the Vice-President for Planning, Resource Generation and Auxiliary Services		VSU , Baybay City, Leyte	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P17,663.00 / Month	ACA PERA P24,000.00/Annum
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Office of the Vice-President for Planning, Resource Generation and Auxiliary Services		President	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
(if more than seven (7) list only by their item numbers and titles) None			
16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
computer, printer, laptop, calculator etc.			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	(x)	()	General Public
Supervisors	()	()	Other Agencies
Non Supervisors	(x)	(x)	Others (Please specify:
Staff	(x)	(x)	<u>Admin Offices</u>
18. WORKING CONDITION			
Office Work	(x)	Other/s (Please Specify)	
Field Work	()		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Collects/Consolidate and encode CHED-HEMIS CHECKS On-line data; Acts as Secretary in Office and University Committees and Follow-up other data/documents from different colleges, offices/units of VSU main and satellite campuses.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Administrative Services			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor of Science in Commerce- Major in Accounting			Civil Service Eligibility Stenographer Eligibility

21e. CORE COMPETENCIES	Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clear-cut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1
21f. FUNCTIONAL COMPETENCIES	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
21g. TECHNICAL COMPETENCIES	Competency Level
Provides support and clerical services for Office of the Vice-President for Planning, Resource Generation and Auxiliary Services and University as a whole.	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
<p>22a. Records Management</p> <p>Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires Assistance to apply technical skills and displays limited knowledge of technologies.</p> <ol style="list-style-type: none"> 1. Receives & releases documents of OVPPRGAS 2. Monitors all pertinent documents, records and forms of OVPPRGAS. 3. Presents access of documents to unauthorized personnel. 4. Monitors access of records. <p>22b. Information Technology.</p> <p>Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires Assistance to apply technical skills and displays limited knowledge of technologies.</p> <ol style="list-style-type: none"> 1. Record and transcribes Income Generating Project Reports. 2. Collects/Consolidate and encode CHED-HEMIS CHECKS On-line data. 3. Acts as Secretary in Office and University Committees 4. Follow-up other data/documents from different colleges, offices/units of VSU main and satellite campuses. <p>22c. Perform other related tasks as maybe assigned from time to time.</p> <ol style="list-style-type: none"> 1. Customer friendly frontline service. 2. Performs other duties assigned by the immediate supervisor. 	
23. ACKNOWLEDGMENT AND ACCEPTANCE	
<p>I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/ conduct expectations contained herein.</p> <div style="display: flex; justify-content: space-around; align-items: flex-end;"> <div style="text-align: center;">  DALISAY F. ANDRES 12/5/20 Employee's Name, Date and Signature </div> <div style="text-align: center;">  DILBERTO O. FERRAREN Supervisor's Name, Date and Signature </div> </div>	