| Republic of the Philippines<br>POSITION DESCRIPTION FORM<br>DBM-CSC Form No. 1<br>(Revised Version No. 1 ,<br>ViSCAB-ADOF2-26-2004 | 1. POSITION TITLE (as authorized by DBM)<br>Administrative Officer II (CoTerminus) |
|---|---|
| 2. ITEM NO.: ViSCAB-ADOF2-26-2004 | 3. SALARY GRADE : 12 |

| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS | | |
|---|---|---|
| ( ) provincial<br>(x ) city<br>( ) municipality | ( ) 1st class<br>( ) 2nd class<br>( ) 3rd class<br>( ) 4th class | ( ) 5th class<br>( ) 6th class<br>( ) Special |

| 5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT | 6. BUREAU OR OFFICE |
|---|---|
| VISAYAS STATE UNIVERSITY | |
| 7. DEPARTMENT/BRANCH/DIVISION | 8. WORKSTATION/PLACE OF WORK |
| OFFICE OF THE PRESIDENT | VSU , Baybay |

| 9. PRES, APPROP ACT | 1. PREV. APPROP ACT | 11. SALARY AUTHORIZED | 12. OTHER |
|---|---|---|---|
| | | P256,644/annum | ACA PERA P 24,000/annum |

| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR |
|---|---|
| Executive Assistant | 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, photocopier,/scanner, camera, multimedia equipment

17. CONTACTS/CLIENTS/STAKEHOLDERS

| 17a. Internal | Occasional | Frequent | 17b. External | Occasional | Frequent |
|---|---|---|---|---|---|
| Executive/Managerial | ( ) | (x ) | General Public | ( ) | (x ) |
| Supervisors | ( ) | ( ) | Other Agencies | (x ) | ( ) |
| Non Supervisors | (x ) | ( ) | Others (Please specify: | ( ) | (x ) |
| Staff | ( ) | (x ) | Admin Offfices | | |

18. WORKING CONDITION

| Office Work | (x ) | Other/s (Please Speciy) | |
|---|---|---|---|
| Field Work | ( ) | | |

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

General Administration of the university

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

Performs all duties of an administrative nature, including setting up appointments, receiving and screening calls/emails, escort organization of all administrative filling and referencing procedures

21. QUALIFICATON STANDARDS

| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
|---|---|---|---|
| Bachelor,s degree | | | none |

| 21e. CORE COMPETENCIES | Competency Level |
|---|---|
| 1. **Exemplifying Integrity**<br>Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules | 1 |
| 2. **Delivering Service Excellence**<br>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**<br>Provides timely solutions to problems and decision dilemmas that have clearcut 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 |
|---|---|
| | |

| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | Competency Level |
|---|---|---|
| *Percentage of Time* | *(State the duties and responsibilities here)* | |
| 30 | **22a. Records Management**<br>**Demonstrated basic skills and knowledge in records management. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.**<br><br>22a 1. Maintain files of correspondence (both in email and hardcopies) and project reports and proposals.<br>22a 2. Records appointments, meetings and travels of the supervisor. | i |
| 30 | **22b. Information Technology**<br>**Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.**<br><br>22b 1. Take action points/minutes and type letters and emails.<br>22b 2. Draft multimedia presentations of the supervisor. | I |
| 40 | **22c. Perform other related tasks as may be assigned from time to time.**<br><br>22c 1. Facilitate commitments and appointments of VSU President<br>22c 2. Provide escort/company of the President during meetings/trips.<br>22c 3. Assist in specific projects and researches of the VSU President. | I |

**23. ACKNOWLEDGMENT AND ACCEPTANCE**

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.

EPRIAN PAOLO B. TOLM

**Employee's Name, Date and Signature**

**Supervisor's Name, Date and Signature**