

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 <div style="text-align: center; font-weight: bold;">ADMINISTRATIVE ASSISTANT III</div>	
2. ITEM NUMBER <div style="text-align: center; font-weight: bold;">ADAS3-64-2023</div>		3. SALARY GRADE <div style="text-align: center; font-weight: bold;">9</div>	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center; font-weight: bold;">VISAYAS STATE UNIVERSITY</div>		6. BUREAU OR OFFICE <div style="text-align: center; font-weight: bold;">OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS</div>	
7. DEPARTMENT / BRANCH / DIVISION <div style="text-align: center; font-weight: bold;">OFFICE OF THE VICE PRESIDENT FOR ACADEMIC AFFAIRS</div>		8. WORKSTATION / PLACE OF WORK <div style="text-align: center; font-weight: bold;">VSU, BAYBAY CITY, LEYTE</div>	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
		P 21,211.00/Month	P 2,000.00 ACA/PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center; font-weight: bold;">VICE PRESIDENT</div>		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center; font-weight: bold;">PRESIDENT</div>	
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 <div style="text-align: center; font-weight: bold;">DESKTOP COMPUTER, PRINTER, MOBILE PHONE</div>			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Occasional		Frequent	Occasional
Executive / Managerial Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify): _____
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION <div style="text-align: center; font-weight: bold;">Provide assistance to the Vice President for Academic Affairs on administrative matters</div>			

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

Check/validate all incoming documents needed for action by the Vice President

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of two-year studies in college	One year of relevant experience	Four hours of relevant training	Career Service (Sub-Professional)

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. 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

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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
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

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22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)**Competency Level**

Percentage of Working Time	(State the duties and responsibilities here:)
35%	1. Check/validate incoming documents including supporting documents and encode for easy retrieval of the hard copy
30%	2. Take charge the preparation of all financial documents and other acquisition and claims
15%	3. Compile documents related to curricular degree programs and update status based on official document on file
10%	4. Facilitate recommendations of faculty for CDO according to average workload and leave status
10%	5. Do mentoring to department clerks regarding preparation of documents

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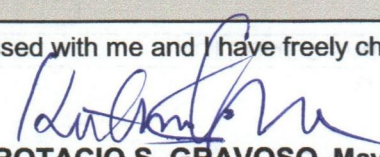
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23. ACKNOWLEDGMENT AND ACCEPTANCE:

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.


ERLINDA S. VAELNZONA, May 15, 2024
Employee's Name, Date and Signature


ROTACIO S. GRAVOSO, May 16, 2024
Supervisor's Name, Date and Signature