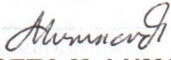
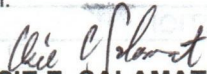


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title ADMINISTRATIVE ASSISTANT II	
2. ITEM NUMBER		3. SALARY GRADE	
ADAS2-45-2004		SG-8	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<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 checked="" type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		ALUMNI AND COMMUNITY RELATIONS OFFICE (ACRO)	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP	11. SALARY	12. OTHER COMPENSATION
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
ACRO HEAD		VP for Planning Resource Generation and Auxillary Services	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
(if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
DESKTOP/LAPTOP COMPUTER, PRINTER, CAMERA, LCD PROJECTOR, MOBILE/TELEPHONE			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Freq	17b. External
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ALUMNI AND STUDENTS
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Community Work
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Act as link between Administration and Alumni Affairs			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Assist in the administration of the office			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	CS (Subprofessional) First level Eligibility
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism			Basic
2. Delivering Service Excellence			Basic
3. Interpersonal Skills			Basic
4. Flexibility			Basic
5. Records Management			Basic
6. Computer Skills			Basic
21f. Functional Competencies			Competency Level
1. Attention to Detail			Basic
2. Achievement Orientation			Basic
3. Communication Skills			Basic
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
5%	Facilitates and helps execute the planned community outreach activity		
15%	Gives administrative support to Alumni Homecoming Activities by facilitating meetings and documenting minutes of meetings		
10%	Oversees student assistants and J.Os at ACRO and tracking their progress and office attendance		
2%	Collects Articles for Alumni Notes from Alumni Communicators		
10%	Prepares payrolls, liquidation of petty cash purchases, OPCR and IPCR and other reports		
10%	Acts as document controller of ACRO		
10%	Assists with budget administration including inventory of supplies and list for replenishment		
10%	Serves as frontline staff for general alumni and graduating students inquiries and feedback		
15%	Act as primary administrative support person for daily activities and major projects and events		
5%	Type drafts and final copies of office communication		
3%	Attend meetings in behalf of the Head in case of conflict schedules		
5%	Types draft and final copy of office report		
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<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; margin-top: 20px;"> <div style="width: 45%;">  ANICETA M. LUMACAD Employee's Name, Date and Signature June 10, 2020 </div> <div style="width: 45%;">  ELSIE E. SALAMAT Supervisor's Name, Date and Signature June 10, 2020 </div> </div>			