

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (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 II (Data Entry Machine Operator II)</div>			
2. ITEM NUMBER  <div style="font-family: cursive; color: blue;">VISCAM - ADAS2-42-2004</div>		3. SALARY GRADE  <div style="text-align: center;">8</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		6. BUREAU OR OFFICE			
STATE UNIVERSITY & COLLEGES		VISAYAS STATE UNIVERSITY			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
UNIVERSITY REGISTRAR		VSU, BAYBAY CITY, LEYTE			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
			ACA/PERA P2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
UNIVERSITY REGISTRAR		VICE PRESIDENT FOR ACADEMIC AFFAIRS			
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					
COMPUTER, PRINTER					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input 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					
Providing an efficient and effective student support services, among others, from student registration until graduation, student records evaluation, data recording and storage of permanent student records.					



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
The Administrative Assistant II (Machine Operator) of the University Registrar is responsible for maintaining, optimizing, and supporting student information systems and associated technologies. The unit ensures the accurate and secure processing of student records and academic data, and provides technical support for the office's digital operations.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of a four-year IT Related Degree	None Required	None Required	None Required
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - Demonstrates high standards of professional behaviour as public servants, adhering to ethical as well as moral principles, values, and standards of public office and promotes the highest standards for individual and university performance by upholding university mandate, core values, policies and standards.			2
2. Delivering Service Excellence - Complies with VSU's established standards of delivery or service level agreements and delivers explicit requirements of customers; provides proactive, responsive, accessible, courteous and efficient service to the highest level of customer satisfaction.			2
3. Communication Savvy - Effectively delivers messages that simply focus on facts or information; receives and conveys ideas, instructions, information by using appropriate language, method and manner to ensure the audience understands the message and takes necessary action. Makes clear and convincing oral presentations to individual or groups; listens effectively and clarifies information as needed.			2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and works 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 enabling environment for gender equality and women empowerment by creating awareness of gender and development and formulates guidelines and strategies to			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. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.			1
4. Use of Information and Communications 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
5. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives			1
6. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required			1
7. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
40%	Takes charge of enrollment preparations, and class and examination schedules		2
20%	Generates requested reports, updates class rosters and grade		2
20%	Facilitates the issuance of VSU official ID of students, faculty and staff, and the preparation of issuance of diploma		2
10%	Notifies instructors and students through respective department on the completion of INC grades and unsubmitted grades.		2
5%	Takes charge in the maintenance of software and hardware		2
5%	Performs other related administrative functions as assigned by the immediate supervisor.		2
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.

  
**RAMONITO M. PAULO II**

Employee's Name, Date and Signature

  
**RAYMUND M. IGCASAMA**

Supervisor's Name, Date and Signature