
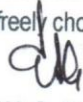
 <div>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</div>		1. POSITION TITLE (as authorized by DBM) Administrative Assistant II			
2. ITEM NO.: ViSCAB-ADAS2-17-2004		3. SALARY GRADE : 8			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <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 VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE			
7. DEPARTMENT/BRANCH/DIVISION MMDC – Online Programs Office		8. WORKSTATION/PLACE OF WORK VSU , Baybay			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED P 247,812.00	12. OTHER ACA PERA P 24,000/annum		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Professor IV		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR University Professor			
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, Internet, Scanner, Camera, etc.					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	(x)	()	General Public	()	(x)
Non Supervisors	()	()	Other Agencies	(x)	()
Staff	(x)	(x)	Others (Please specify: Admin Offices)	()	(x)
18. WORKING CONDITION					
Office Work	(x)	Other/s (Please Specify)			
Field Work	()				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Manage Online Programs					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) System Administrator of the VSU Online Programs Homepage/Course Site					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
Bachelor's Degree	1 year of relevant experience	4 hours of relevant training	CSC Prof. 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 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. ORGANIZATIONAL 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
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1
6. Managing information - Collects, organizes & maintain data.	1
21g. LEADERSHIP COMPETENCIES	Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. Records Management Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.	1
22a 1. Management of Users (online students), including students' registration to courses, faculty assignment to e-courses, etc.	1
22a 2. Regular updating of MOODLE, e-courses backup and restoration, security breach management, and website management	1
22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.	1
22b 1. Management of the online courses which involve creating and updating of online courses (specifically digitization of course contents developed by the course instructors/professors).	1
22c. Performance of other related tasks as may be assigned from time to time	1
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.	
 ME-AND VILLAS Employee's Name, Date and Signature	 EDITHA G. CAGASAN Supervisor's Name, Date and Signature