
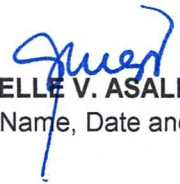


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No.1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div>board secretary I</div>			
2. ITEM NUMBER		3. SALARY GRADE			
<div>VISCAB-BSI-93-2023</div>		<div>SG 14</div>			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
Province City Municipality		1st Class 2nd Class 3rd Class 4th Class		5th Class 6th Class Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
STATE UNIVERSITIES & COLLEGES			VISAYAS STATE UNIVERSITY		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
<div>DOR of University Secretary</div>			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			
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 COMPUTER, PRINTER, CAMERA, LCD PROJECTOR					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
				Occasional	
				Frequent	
Executive / Managerial Supervisors			General Public		
Non-Supervisors			Other Agencies		
Staff			Others (Please Specify):		
18. WORKING CONDITION					
Office Work			Other/s (Please Specify)		
Field Work					
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Provides support services to the Board Secretary.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Assist the Board Secretary V in BOR meetings, drafting of agreements, contracts, legal forms and opinions, pleadings and other related documents and correspondence and recommends approval.					
21. QUALIFICATION STANDARDS					
21a. Education		21b. Experience		21c. Training	
Bachelor's degree		1 year relevant experience		4 hours of relevant training	
				21d. Eligibility	
				CS (Subprofessional) 2nd Level	
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	
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction				2	
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;				2	
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work 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 gender equality and women empowerment to address gender-related problems				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		2
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
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		2
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.		2
5. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives		3
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 results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.		3
7. Resource Mobilization Management - Allocates limited resources in an effective manner through efficient utilization of funds, time, human and other resources to deliver respective tasks and generate solutions to challenges in the workplace.		2
8. Quality Assurance - Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies.		2
9. Report Writing - Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management.		2
10. 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.		3
11. Peer Mentoring - Develops and equips junior faculty for higher level position through learning by observing and doing; collaborative teaching, research and extension activities; partnership in writing publications and participation in conferences and technical fora, so that VSU's academic excellence will be sustained. (2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
35%	Provide administrative support to the Board Secretary V.	3
25%	Prepares and process payroll, attendance sheets, and payment of honoraria of BOR Members and Council Members.	3
25%	Assist in the preparation, packaging and distribution of BOR documents. Receives and reviews (CSW) proposals for BOR Action.	3
10%	Takes and prepares minutes of meetings of the Management committee and other university committees.	2
5%	Performs such functions as may be directed.	2
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><div><p> 01/03/2025</p><p>MARIA ANTONETTE ROSAFREDA B. NARAJOS</p><p>Employee's Name, Date and Signature</p></div><div><p> 01/03/2025</p><p>HAZELLE V. ASALDO</p><p>Supervisor's Name, Date and Signature</p></div></div>		