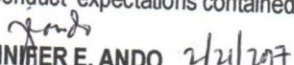

 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM)	
		Education Program Specialist II	
2. ITEM NO.: <i>VSU-EP 2-2-2002</i>		3. SALARY GRADE : 16	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input 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		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY			
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
ODAHRD		VSU, Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		<i>₱ 360,528.00</i>	ACA PERA P 24,000/annum
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Chief Administrative Officer		None	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
Administrative Aide III			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Desktop Computer, Printer, Bond Papers and Pens			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors	(x)	()	General Public
Non Supervisors	()	(x)	Other Agencies
Staff	(x)	(x)	Others (Please specify: <u>Admin Offices</u>)
	()	(x)	
18. WORKING CONDITION			
Office Work	(x)	Other/s (Please Speciy)	
Field Work	()		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Performs and facilitate the over-all human resource management functions for recruitment, selection and promotion, performance management, learning and development and reward and recognition			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Plans, designs, develops, coordinates and conducts trainings and staff development programs for the VSU faculty & staff			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's degree relevant to the job	One year of relevant experience	Four hours of relevant training	CSC Professional

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. TECHNICAL COMPETENCIES		
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		
22a. Needs Assessment		
a. Conduct training needs assessment for new and existing employees to identify appropriate in-house and external training and staff development programs to address competency gaps of the VSU faculty and staff.		1
22b. Training Coordination and Management		
a. Prepare training designs, training materials, training techniques and develop training programs based on VSU faculty and staff development plan.		2
b. Coordinate and facilitate training programs.		
c. Prepare training reports and evaluate the effectiveness of the training.		
22c. Linkages		
a. Coordinate, facilitate and partner with stakeholders to recommend the best options and best provider of the training needs of the VSU faculty and staff.		1
22b. Perform 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.		
 JENNIFER E. ANDO Employee's Name, Date and Signature		 LOURDES B. CANO Supervisor's Name, Date and Signature