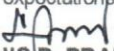
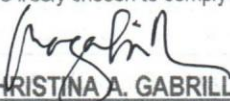


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) ADMINISTRATIVE ASSISTANT II			
2. ITEM NO.: VisCA1-ADAS2-51-2004		3. SALARY GRADE : 8			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input checked="" type="checkbox"/> 1 st class <input type="checkbox"/> 2nd class <input type="checkbox"/> 3rd class <input type="checkbox"/> 4th 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 RADIO STATION DYDC-FM		
7. DEPARTMENT/BRANCH/DIVISION RADIO STATION DYDC-FM			8. WORKSTATION/PLACE OF WORK VSU, VISCA BAYBAY CITY, LEYTE		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	12. OTHER
				P 16,433/mo	2,000/mo .
13. POSITION TITLE OF IMMEDIATE SUPERVISOR STATION MANAGER			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR VICE PRESIDENT FOR INSTRUCTION		
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, TRANSMITTER, AUDIO EQUIPMENTS					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	()	()	General Public	(X)	()
Non Supervisors	()	()	Other Agencies	(X)	()
Staff	(X)	(X)	Others (Please specify:	()	()
18. WORKING CONDITION					
Office Work	(X)		Other/s (Please Speciy)		
Field Work	(X)				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Station DYDC serves as the laboratory for DevCom instruction and as an avenue for the technology transfer programs of VSU and a mass medium that supports the overall agricultural extension programs in the region.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Perform the sign-on and sign-off of the DYDC transmitter, do board work on specific hours at the broadcast console, provide technical support during recording, and maintain broadcast equipment.					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
2YRS. VOCATIONAL COURSE					
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. FUNCTIONAL 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															
21g. TECHNICAL COMPETENCIES	Competency Level															
Provides technical support to the over-all day to day operation of the radio station.																
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level															
<table border="1"> <thead> <tr> <th>Percentage of Time</th> <th>(State the duties and responsibilities here)</th> <th></th> </tr> </thead> <tbody> <tr> <td>40%</td> <td>Perform the sign-on and sign-off of the DYDC transmitter.</td> <td>1</td> </tr> <tr> <td>30%</td> <td>Troubleshoot technical problems and maintain the broadcast equipment of the radio station.</td> <td>1</td> </tr> <tr> <td>20%</td> <td>Provide technical assistance during program production and actual broadcast activities.</td> <td>1</td> </tr> <tr> <td>10%</td> <td>Perform board work at the Announcer's Booth.</td> <td>1</td> </tr> </tbody> </table>	Percentage of Time	(State the duties and responsibilities here)		40%	Perform the sign-on and sign-off of the DYDC transmitter.	1	30%	Troubleshoot technical problems and maintain the broadcast equipment of the radio station.	1	20%	Provide technical assistance during program production and actual broadcast activities.	1	10%	Perform board work at the Announcer's Booth.	1	
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23. ACKNOWLEDGMENT AND ACCEPTANCE																
<p>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</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  LOUIS P. PRADO Employee's Name, Date and Signature </div> <div style="text-align: center;">  CHRISTINA A. GABRILLO Supervisor's Name, Date and Signature </div> </div>																