

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

Administrative Assistant III
(Computer Operator II)

2. ITEM NUMBER

ADAS3-65-2023

3. SALARY GRADE

9

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

STATE UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

University Information and Communications Technology
Services
Legal Affairs and Services Office

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

P23,226.00

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Office of the Vice President for Planning and
Development

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VSU President

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, LAPTOP, PRINTER, SCANNER, RECORDER

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial
Supervisors
Non-Supervisors
Staff

☐
☐
☐
☐

☒
☒
☒
☒

General Public
Other Agencies
Others (Please Specify):

☐
☐

☒
☒

18. WORKING CONDITION

Office Work
Field Work

☐
☐

☒
☒

Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION



Oversees the strategic planning, resource generation, and institutional development of the university. This role ensures effective coordination of data management, policy implementation, and program development to support the university's growth and compliance with regulatory requirements. It provides leadership in planning initiatives, monitors progress, and facilitates collaboration among various departments to achieve the university's goals.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Responsible for managing the collection, updating, and organization of data and reports for university planning, policy tracking, and official documentation, ensuring timely submission and review, and supporting the Vice President with assigned tasks.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 yrs. Studies in college or High School Graduate with relevant vocational/trade course	1 yr. relevant experience	4 hrs. of relevant training	CS (Subprofessional) Data Encoder (MC 11 s. 96- Cat I) First Level Eligibility
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			1
2. 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
3. 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
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 the 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 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.			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
8. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			
Percentage of Working Time	Duties and Responsibilities	Competency Level	
25%	Leads in the collection of data from other offices, collation and consolidation of relevant reports for submission to CHED HEMIS.	1	
20%	Keeps and maintains all data used for planning, income generation, housing commission and other activities are regularly updated, all university policies are kept track and policies relevant to Planning, Resource Generation and Housing Commission are filed digitally and in hard copies ready for examination.	1	

20%	Collates, updates and maintain a file of memoranda, notices and other issuances by the Vice President;	1	
15%	Collects Annual Reports from different units for submission to the Webteam for summmarizing and editing.	1	
10%	Ensures that historical data and reports are kept and maintained and made available for review by officals of the university.	1	
10%	Performs othe tasks assigned by the Vice President	1	

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.

 CARREN MAE B. VILBAR	 GLENN G. PAJARES
Employee's Name, Date and Signature	Supervisor's Name, Date and Signature