

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 Officer II (Private Secretary I)

2. ITEM NUMBER

ADOF2-26-2004

3. SALARY GRADE

11

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 UNIVERSITY & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

OFFICE OF THE PRESIDENT

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

N/A

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

₱27,000.00

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

UNIVERSITY PRESIDENT

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

UNIVERSITY 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

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

The University shall be headed by a President who shall render full time service. Shall have general powers of administration and supervision similar to Chief Executive Officers of private corporations.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Under general supervision, performs secretarial and clerical functions for the Assistant Secretary and does other related work.

21. QUALIFICATION STANDARDS

21a. Education

21b. Experience

21c. Training

21d. Eligibility

Completion of two years
studies in college

None Required

None Required

None Required

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

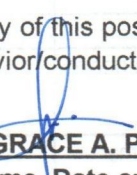

2

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. 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
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives		2
4. 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
5. 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
6. 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.		1
7. 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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
30%	Provide high-level administrative support to the University President, especially in the discharge of his confidential duties and responsibilities;	1
25%	Perform some routine official work, including handling correspondence, maintaining records, including filing and indexing, maintaining various records, books of accounts and registers, etc, attending telephone calls and callers, preparing tour programs, and etc.;	1
15%	Perform duties in connection with the President's social affairs such as the arrangement or purchase of tickets, hotel reservations, etc.;	1
15%	Coordinated to the delivery of the President's engagement activities, including building relationships with external contacts, contributing to the development of the program of events and initiatives to advance the university's priorities, and managing the delivery of those events;	1
10%	Handles and manages critical and confidential files and office records;	1
5%	Performs other functions/duties as may be delegated by the University 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.		
 ZARGIA GRACE A. PASION Employee's Name, Date and Signature		 PROSE IVY G. YEPES, EdD Supervisor's Name, Date and Signature