

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, 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, behavior and style appropriately in dealing with change.	1
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues	
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	1
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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) (	Competency Level
20% 1. Prepares draft communication and other documents for and in behalf of the department head	2
20% 2. Entertains clients and stakeholders and ensure that their concerns are acted to by faculty concerned and helps facilitate the implementation of RDE programs of the department	2
20% 3. Encodes instructional materials, project brochures and other related materials necessary for the RDE programs	2
20% 4. Maintains the databank compilations of books and journals.	2
10% 5. Provides support services and take charge in running the operation of the department even in the absence of the department head	2
10% 6. Performs other related tasks as maybe assigned from time to time	2
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.	
 ANTONETTE S. CRUZ Employee's Name, Date and Signature	 JUNDY R. CASTIL Supervisor's Name, Date and Signature