

**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 II**  
**(HUMAN RESOURCE MANAGEMENT ASSISTANT)**

**2. ITEM NUMBER**

**ADAS-82-2023**

**3. SALARY GRADE**

SG-8

**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**

HUMAN RESOURCE MANAGEMENT OFFICE

**8. WORKSTATION / PLACE OF WORK**

VSU, BAYBAY CITY, LEYTE

**9. PRESENT APPROP ACT**

**10. PREVIOUS APPROP ACT**

**11. SALARY AUTHORIZED**

**12. OTHER COMPENSATION**

20,534.00/month

2,000.00 Aca Pera

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

ADMINISTRATIVE OFFICER IV

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

SUPERVISING ADMINISTRATIVE OFFICER

**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/laptop computer, audio-visual equipment

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	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**

Oversee and facilitate the training, education, and professional development of employees of the university.

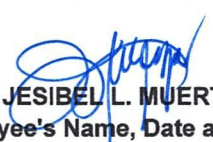

**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

Under general supervision, provide administrative and technical support to the HRMO-L&D Office in the development and implementation of training programs within the university.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	1 yr. of relevant experience	4 hrs. of relevant training	Career Service (Sub-Professional) 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		2	
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		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 Communication Technology		1	
5. Human Resource Management and Development		1	
6. Facilitation		1	
7. Process Improvement		1	
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level	
Percentage of Working Time	(State the duties and responsibilities here)		
10%	1. Collate/summarize the learning and development needs and assessment of VSU employees.	1	
10%	2. Assist in the formulation of the Annual In House Training Calendar and designs.	1	
50%	3. Assist in the development, conduct and evaluation of In House trainings/seminars/workshops.	1	
20%	4. Encode, maintain and update employee database on L&D and generate reports as needed.	1	
10%	5. Do other administrative tasks assigned by the supervisor or top management.	1	
<p>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.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <b>JESIBEL L. MUERTIGUE</b>  Employee's Name, Date and Signature </div> <div style="text-align: center;">   <b>LUVILLA G. ALCOBER</b>  Supervisor's Name, Date and Signature </div> </div>			