

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)			<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <div style="text-align: center;">Administrative Assistant V (Private Secretary I)</div>		
<b>2. ITEM NUMBER</b>  			<b>3. SALARY GRADE</b>  <div style="text-align: center;">11</div>		
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input checked="" type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  <div style="text-align: center;">STATE UNIVERSITY &amp; COLLEGES</div>			<b>6. BUREAU OR OFFICE</b>  <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  <div style="text-align: center;">OFFICE OF THE VICE PRESIDENT FOR RESEARCH, EXTENSION, AND INNOVATION</div>			<b>8. WORKSTATION / PLACE OF WORK</b>  <div style="text-align: center;">VSU, BAYBAY CITY, LEYTE</div>		
<b>9. PRESENT APPROP ACT</b>  <div style="text-align: center;">N/A</div>		<b>10. PREVIOUS APPROP ACT</b>  		<b>11. SALARY AUTHORIZED</b>  <div style="text-align: center;">P28,512.00</div>	
<b>12. OTHER COMPENSATION</b>  <div style="text-align: center;">ACA/PERA P2,000.00</div>					
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <div style="text-align: center;">VICE PRESIDENT FOR REASEARCH, EXTENSION, AND INNOVATION</div>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <div style="text-align: center;">UNIVERSITY PRESIDENT</div>		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> <i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> <div style="text-align: center;">DESKTOP COMPUTER, PRINTER, SCANNER/PHOTOCOPIER, RECORDER</div>					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
17a. Internal		Occasional	Frequent	17b. External	
		Occasional	Frequent		
Executive / Managerial Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	
Non-Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify): _____	
<b>18. WORKING CONDITION</b>					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
Administering and overseeing the implementation of activities and directives related to Research, Extension, and Innovation at Visayas State University.					



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

Provide assistance to the Vice President for Research, Extension, and Innovation in his daily functions at the university, thereby contributing to the administration's success.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 4 years studies in College	None Required	None Required	CSC (Professional) 1 <sup>st</sup> Level

21e. Core Competencies	Competency Level
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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;	1
3. Communication Savvy - Effectively delivers messages that simply focus on facts or information;	1
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results;	1
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 and issues.	1

21f. Functional Competencies	Competency Level
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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)**

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
25%	Provide general support to the activities of the Office of Vice President for Research, Extension, and Innovation and arrange/monitor the official appointments and functions of the VP for REI.	1
25%	Perform administrative support to the VP e.g. draft communications and other related documents, prepare liquidations and travel-related documents of the VP, keep track of VP's schedule of activities, etc.	1
15%	Screen and facilitate visitors of the VP.	1
10%	Prepare and manage files and office documents/records.	1
10%	Coordinate and collaborate with other offices within and/or outside OVPREI to ensure efficient and timely delivery of services.	1
10%	Handle critical/confidential matters as assigned by the VP; and,	1
5%	Perform other tasks as assigned by the VP.	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.

 11/28/24  
**ANNA PATRICE S. BORNEO**  
Employee's Name, Date and Signature

 11/28/2024  
**SANTIAGO T. PEÑA, JR.**  
Supervisor's Name, Date and Signature