

**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**

**Legal Assistant II**

**2. ITEM NUMBER**

LEA2-10-2023

**3. SALARY GRADE**

12

**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**

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**

P32,245.00

ACA/PERA P2,000.00

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

Director, Legal Affairs and Services

**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, CAMERA, RECORDER, LCD PROJECTOR

**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**

To guide the university in its internal and external dealings and provide legal representation, advice, and opinions on matters relevant to the Visayas State University mandate, policies, rules, and regulations. Conduct investigations on administrative complaints/cases.





20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Assist in notarization and administering contracts, MOA, MOU, PDS, and SALN. Conducts legal research for the Chief Legal Officer.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
BS Legal Management, AB Paralegal Studies, Law Political Science or other allied courses	None Required	None Required	CS (Professional) 2nd 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			2
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.			3
3. 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			2
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.			2
5. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives.			3
6. Filipino Values Restoration - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.			3
7. 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.			3
8. Report Writing. Prepares and produces reports and other documents such as proposals, policies, guidelines or procedures and manuals in a clear, concise and coherent manner and in accordance with VSU standards that ensures proper documentation and presentation of information for an effective and efficient information utilization and management.			2
9. 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.			3



22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		
Percentage of Working Time	Duties and Responsibilities	Competency Level
35%	Assist in notarization and administering legal documents	2
25%	Facilitate the processing of report violation and other documentary evidence for legal action	2
25%	Files and maintains record of cases necessary for legal related issues	2
15%	Drafts and finalizes orders, resolutions, administrative issuance and correspondence relative to investigation of administrative cases	2
10%	Performs other related functions as may be assigned	2

23. ACKNOWLEDGMENT AND ACCEPTANCE:	
<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>	
<p>   MA BEATRICE M. ABIT / AUG. 8, 2016  Employee's Name, Date and Signature </p>	<p>   ATTY. KAREN ABIGAIL S. MONTERON / 8-8-25  Supervisor's Name, Date and Signature </p>