

<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>  <b>Administrative Officer IV</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
ADO4-19-2004		15			
<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 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>		<b>6. BUREAU OR OFFICE</b>			
VISAYAS STATE UNIVERSITY		OFFICE OF THE PRESIDENT			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
OFFICE OF THE PRESIDENT		VSU, BAYBAY CITY, LEYTE			
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
		P33,575.00	ACA/PERA P2,000.00		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
EXECUTIVE ASSISTANT		PRESIDENT			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
(if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE		ITEM NUMBER			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
DESKTOP COMPUTER, LAPTOP, PRINTER, LCD PROJECTOR, CAMERA					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):		
<b>18. WORKING CONDITION</b>					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
Provides support services to the President					



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

Supervises administrative personnel, office supervision, provides support to the University President

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree	3 years of relevant training	4 hours relevant training	Career Service (Professional) Second 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	1
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction	1
3. Communication Savy - 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.	1
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. 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
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.	3
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.	2
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.	2
6. Quality Assurance- Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies.	2

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
25%	1. Supervises the administrative personnel	1
25%	2. Prepares reports as required	1
25%	3. Prepares and answers correspondence of the Office of the President	1
15%	4. Drafts and prepares proposals and assists the University President in the coordination and implementation of special projects	1
10%	5. Do other duties that maybe assigned from time to time	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.

  
MA. ELSA M. UMPAD

Employee's Name, Date and Signature

  
ALLEN GLENNIE P. LAMBERT

Supervisor's Name, Date and Signature