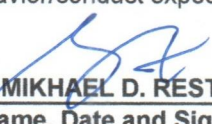



<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency)</div> <div>with parenthetical title</div>	
		Administrative Assistant II (DEMO II)	
<div>2. ITEM NUMBER</div>		<div>3. SALARY GRADE</div>	
ADAS2-42-2004		8	
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div>			
<div><div><input type="checkbox"/> Province</div><div><input type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input checked="" type="checkbox"/> Special</div></div>			

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college or High School Graduate with relevant vocational/trade course	1 year of relevant experience	4 hours of relevant training	Career Service (Subprofessional) 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			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			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.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.			1
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 stakeholder.			1
5. 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
6. 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
Percentage of Working Time	(State the duties and responsibilities here:)	(Indicate the required Competency Level here)	
30%	University Enrolment	1	
25%	Maintain Registrar System	2	
25%	Assist it generating Data, Analytics and Reports	1	
5%	Supervise student assistant	1	
15%	Assist Instructor and student in using registrar system	1	
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>			
 CHRISTAN MIKHAEL D. RESTOR 11/14/2023 Employee's Name, Date and Signature		 MARWEN A. CASTANEDA 11/16/2023 Supervisor's Name, Date and Signature	