1. POSITION TITLE (as approved by authorized agency) Republic of the Philippines with parenthetical title POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017) Administrative Assistant II (DEMO II) 2. ITEM NUMBER 3. SALARY GRADE ADAS2-42-2004 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS Province ☐ 1st Class ☐ 5th Class ☐ City 2nd Class ☐ 6th Class ☐ Municipality 3rd Class ☑ Special ☐ 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT Visayas State University Office of the University Registrar 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK Office of the University Registrar Office of the University Registrar 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED | 12. OTHER COMPENSATION NA NA 2,000 (ACA/PERA) 19,744.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR UNIVERSITY REGISTRAR VICE-PRESIDENT OF ACADEMIC AFFAIRS 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 N/A N/A 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Photo Editor, Code Compiler, Printers, Computers, Database and Microsoft Offices 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / Managerial 1 General Public 1 Supervisors 1 Other Agencies 1 Non-Supervisors 1 Others (Please Specify): Staff 1 18. WORKING CONDITION Office Work ~ Other/s (Please Specify) Field Work V 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provision of General Services. 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Information Technology Support Generate Data, Analytics and Reports Records Management Supervise Student Assistant Support and Imporove Student Management System

	21b. Experience	21c. Training	21d Fli	aibility
21a. Education 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	21d. Eligibility Career Service (Subprofessional) First Level Eligibility	
21e. Core Competencies			Competer	ncy Level
 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	
 Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 			2	
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	
 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	
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.				
	ks, activities, or projects, in order to ensure ad efficiently; adopt measures to drive comp	ant processes, policies and procedures be work is accomplished and required pliance; be proactive in responding to	1	
opportunities for improving/stream 6. Monitoring and Evaluation - Ga	ks, activities, or projects, in order to ensure ad efficiently; adopt measures to drive comp	ent processes, policies and procedures e work is accomplished and required pliance; be proactive in responding to erging technologies and new direction.	1	
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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.

CHRISTAN MIKHAEL D. RESTOR 1/14/2023
Employee's Name, Date and Signature

MARWEN A. CASTANEDA

Supervisor's Name, Date and Signature