JOB DESCRIPTION

JOB TITLE: OAPD Admin Staff

DEPARTMENT: Office of the Accreditation, Planning and Development (OAPD)

REPORTING STRUCTURE
Reports to: Director, Office of the Accreditation, Planning and Development

GENERAL PURPOSE OF THE JOB

He/ she performs staff/ secretarial duties for the Office of the Accreditation Planning and Development (OAPD).

DUTIES AND RESPONSIBILITIES

Operational

a. Maintains files and CONFIDENTIALITY of records.
   i. Facilitates in recording all incoming and outgoing correspondences;
   ii. Follows an efficient filing system; and
   iii. Conducts computerization of files (if necessary).

b. Calendars the activities of the department to avoid conflict.

c. Prepares necessary reports and/ or communications as instructed by the Director:
   i. Books appointments/ meetings of the Director and reminds them of the same;
   ii. Prepares communication (letters, memos and other types of correspondence) and other office-related works as directed by the Director through the Assistant;
   iii. Assists in the accuracy of all the reports i.e. checking the grammatical aspects of all correspondence and reports in consultation with the Assistant;
   iv. Records and relays to the person concerned in the department any message received in his or her behalf;
   v. Takes the minutes of the meetings of the Accreditation, Planning and Development presided by the Director or Assistant and seeks an approval from the Director or
Assistant before the dissemination of the minutes of the meetings to the concerned persons (if necessary);

vi. Takes charge of the record management of the OAPD so that documents can easily be retrieved whenever needed or submits in time all the reports needed; and

vii. Makes the necessary follow-ups on the Director or Assistant’s reports/assigned tasks.

d. For the area of Planning and Development.
   i. Assists in the finalization and dissemination of the following.
      1. Institutional and departmental annual calendar of activities
      2. Five (5) year and annual operational plans and development plans
   ii. Takes charge of the logistics and other necessary preparation in the seminars sponsored and conducted by the OAPD

e. For the Area of Accreditation.
   i. Assists in the preparation of the following.
      1. Reports for PAASCU accreditation and other accreditation survey visits
      2. Exhibit room for the Accreditation Survey Visits
   ii. Coordinates with the other Office Heads (Deans/Directors) and area chairmen/co-chairs regarding their accreditation reports

f. Accommodates and assists professionally the visitors in their different transactions

g. Performs such other functions and/or tasks related to the offices as may be required by the Office Director and School President.

**Supervision (as applicable)**

1. Supervises and maintains the cleanliness and orderliness of the office
2. Supervises use or refurbishment of office supplies and reports for the repair and maintenance of defective facilities and equipment.
3. Supervises and evaluates the performance of the working scholars assigned in the department in consultation with the Office Director through the Assistant.
## JOB REQUIREMENTS

### Functional Competencies

<table>
<thead>
<tr>
<th>Competency Name</th>
<th>Proficiency Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Flexible</td>
<td>4</td>
</tr>
<tr>
<td>Dependable</td>
<td>5</td>
</tr>
<tr>
<td>Has Positive Attitude</td>
<td>5</td>
</tr>
<tr>
<td>Loyal</td>
<td>4</td>
</tr>
<tr>
<td>Computer Literate</td>
<td>5</td>
</tr>
<tr>
<td>Has Good Interpersonal Skills</td>
<td>5</td>
</tr>
<tr>
<td>Motivator</td>
<td>5</td>
</tr>
<tr>
<td>Punctual</td>
<td>5</td>
</tr>
<tr>
<td>Excellent Written and Oral Communication Skills</td>
<td>5</td>
</tr>
</tbody>
</table>