

## 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**

<b>Competency Name</b>	<b>Proficiency Level</b>
Flexible	4
Dependable	5
Has Positive Attitude	5
Loyal	4
Computer Literate	5
Has Good Interpersonal Skills	5
Motivator	5
Punctual	5
Excellent Written and Oral Communication Skills	5