
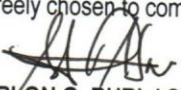


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) ADMINISTRATIVE AIDE I	
2. ITEM NO.: <u>VISCAB-ADA1-171-2004</u>		3. SALARY GRADE : 3	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input type="checkbox"/> city <input checked="" type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE	
7. DEPARTMENT/BRANCH/DIVISION VELVMU		8. WORKSTATION/PLACE OF WORK VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED P 10,510.00/mo	12. OTHER ACA PERA P 2,000/mo
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, HELVMU		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director, GSD	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None			
16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Welding Machine, mechanical tools, tractor, etc.			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors Non Supervisors Staff	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
18. WORKING CONDITION			
Office Work Field Work	<input type="checkbox"/> <input type="checkbox"/>	Other/s (Please Speciy)	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provide general services of the University			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Shop Operations			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Second Year High School	None	None	None

21e. CORE COMPETENCIES					Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules					1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.					1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.					1
21f. FUNCTIONAL COMPETENCIES					Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.					1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials					1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work					1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.					1
21g. TECHNICAL COMPETENCIES					Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)					Competency Level
Percentage of Time	(State the duties and responsibilities here)				
60%	Shop Operations: Shop Cleaning, Tire Vulcanizing & Welding				1
20%	Mechanic Helper				1
20%	Tractor Operator				1
23. ACKNOWLEDGMENT AND ACCEPTANCE					
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.					
 VERONICO R. PADERES Employee's Name, Date and Signature			 MARLON G. BURLAS Supervisor's Name, Date and Signature		