

Republic of the Philippines
POSITION DESCRIPTION FORM
DBM-CSC Form No. 1
(Revised Version No. 1, s. 2017)

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

Administrative Aide I
(Utility Worker I)

2. ITEM NUMBER

ADA1-193-2004

3. SALARY GRADE

1

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

☐ Province
☒ City
☐ Municipality

☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

STATE UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

VSU LABORATORY HIGH SCHOOL

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

P14,061.00

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Principal

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Head, Department of Secondary Education

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

POSITION TITLE

ITEM NUMBER

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial
Supervisors
Non-Supervisors
Staff

☐
☐
☐
☐

☐
☐
☐
☒

General Public
Other Agencies
Others (Please Specify):

☐
☒

☒
☐

18. WORKING CONDITION

Office Work
Field Work

☐
☒

☐
☒

Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Provide Support services to the VSU Laboratory High School Office and other designated functions of the Head of Office as well the the Head of General Services Office.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Constant repair of VSU Laboratory Buildings, maintains cleanliness of the surroundings, painting classrooms as assigned and performs other functions designated by the direct supervisor.

21. QUALIFICATION STANDARDS

| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
|--------------------------------|-----------------|---------------|---|
| Must be able to read and write | None Required | None Required | None Required (MC 11 s.96 - Cat III) |

| 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. Maintenance Management - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles | 1 |
| 3. Risk Management - Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk. | 1 |
| 4. Waste Management - Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards. | 1 |

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

| Percentage of Working Time | Duties and Responsibilities | Competency Level |
|----------------------------|---|------------------|
| 15% | Constant repair of high school building | 3 |
| 50% | Maintain cleanliness of the VSU Laboratory High School, such as Comfort room, office, classroom, and garden area. | 3 |
| 10% | Maintains and re-paint class room | 3 |
| 20% | Perform messengerial Tasks | 3 |
| 5% | Perform other tasks designated by the Head of the office | 3 |

23. ACKNOWLEDGMENT AND ACCEPTANCE:

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.


RUEL S. LORETO 8/11/25
Employee's Name, Date and Signature


REYMAR C. ORIA 8/11/25
Supervisor's Name, Date and Signature