

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1		1. POSITION TITLE (as approved by authorized agency) with parenthetical title Administrative Aide VI			
2. ITEM NUMBER ADA-116-2023		3. SALARY GRADE 6			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY			6. BUREAU OR OFFICE SUC		
7. DEPARTMENT / BRANCH / DIVISION LEGAL AFFAIRS AND SERVICES			8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
				12. OTHER COMPENSATION	
				18, 957 ACA/PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR DIRECTOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR PRESIDENT		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK DESKTOP COMPUTER, PRINTER, CAMERA, LCD PROJECTOR					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	Occasional
		<input checked="" type="checkbox"/>	<input type="checkbox"/>		<input checked="" type="checkbox"/>
Executive / Managerial		<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>
Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	
Staff					
18. WORKING CONDITION		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
Office Work		<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	
Field Work					
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides support services to the clients and President					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Provide additional workforce to the office as instructed by the immediate head of the office					
21. QUALIFICATION STANDARDS					
21a. Education		21b. Experience		21c. Training	
Completion of 2 years studies in college		None Required		None Required	
21d. Eligibility				C S (Subprofessional)1ST Level	
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 and issues		2
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		2
2. 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.		2
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives		1
4. 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.		1
5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.		2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
30%	1. Serves as dDRC of the dept; assigns control number to all quality records of the office	2
25%	2. Encodes document for document tracking and generate bar codes, prepares summary rating of IPCR and prepares PPMPs and Prs	2
25%	3. Assist report preparation for the office and drafts official communication	1
10%	4. Prepared travel orders (TOs), trip ticket, cash advances, liquidations, replenishment /reimbursements, OIC letter	1
10%	5. Files and scans official documents	1
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.		
POCA JOE A. DIDAL/25 March 2025 Employee's Name, Date and Signature		KAREN ABEGAIL S. MONTERON/25 March 2025 Supervisor's Name, Date and Signature