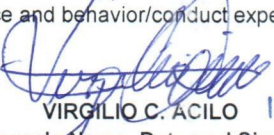



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  ADMINISTRATIVE AIDE III	
<b>2. ITEM NUMBER</b>  N/A		<b>3. SALARY GRADE</b>  SG -3	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input checked="" type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  STATE UNIVERSITY AND COLLEGES (SUC)		<b>6. BUREAU OR OFFICE</b>  VISAYAS STATE UNIVERSITY	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  RECORDS AND ARCHIVES OFFICE		<b>8. WORKSTATION / PLACE OF WORK</b>  VSU, BAYBAY CITY, LEYTE	
<b>9. PRESENT APPROP</b>  N/A	<b>10. PREVIOUS APPROP ACT</b>  N/A	<b>11. SALARY AUTHORIZED</b>  PER ANNUM P 143,359.92	<b>12. OTHER COMPENSATION</b>  ACA/PERA P24,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  ADMINISTRATIVE OFFICER II		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  CHIEF ADMINISTRATIVE OFFICER	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles)			
<b>POSITION TITLE</b> N/A		<b>ITEM NUMBER</b> N/A	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> Desktop Computer, Printer, Scanner, Photocopier, Binding Machine, Stapler, Ballpen, CPU, AVR, Telephone			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b> Executive / Supervisors Non-Supervisors Staff	<b>Occasional</b> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>Frequent</b> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<b>17b. External</b> General Public Other Agencies Others (Please Specify): _____
		<b>Occasional</b> <input type="checkbox"/> <input checked="" type="checkbox"/>	<b>Frequent</b> <input checked="" type="checkbox"/> <input type="checkbox"/>
<b>18. WORKING CONDITION</b>			
Office Work Field Work	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Other/s (Please Specify)
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
Provides proper records management relative to filing, safekeeping, preservation, storage, retention and disposition of valueless records			
Provides efficient centralized mail/communication and messengerial services to the University			
Renders efficient records reference services to the different department, centers, units of the University and its clientele			
Safeguards, maintains and preserves the permanent and vital documents of the University			
Maintains and gathers archives display which showcase valuable records of the University			

<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
Filed the documents which are very important for future reference.			
Maintain and preserved the valueable documents treated as permanent status.			
Filed the application to leave for permanent, casual, faculty academic, and contractual status of appointment			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Completion of two (2) year studies in College	1 year relevant experience	4 hours of relevant training	Career Sub-Professional (First Level CS Eligibility)
<b>21e. Core Competencies</b>			<b>Competency Level</b>
1. <b>Exemplifying Integrity and Professionalism</b> -Demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office			2
2. <b>Delivering Service Excellence</b> -Complies with VSU's established standards of service delivery for customer satisfaction			2
3. <b>Communication Savvy</b> -Effectively delivers messages that simply focus on facts or information;			2
4. <b>Interpersonal relationship management</b> -Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			2
5. <b>Change Adaptation</b> -Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.			2
6. <b>Gender-responsive management</b> -Promotes gender equality and women empowerment to address gender-related problems and issues			1
<b>21f. Organizational Competencies</b>			<b>Competency Level</b>
1. <b>Demonstrating Personal Effectiveness</b> -Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.			1
2. <b>Speaking Effectively</b> -Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials			1
3. <b>Writing Effectively</b> -Refers to and/or uses existing communication materials or templates to produce own written work			1
4. <b>Championing &amp; Applying Innovation</b> -Demonstrate an awareness of basic principles of Innovation.			1
5. <b>Planning &amp; Delivering</b> -Designs & Implements plans; focuses on one's functional group or area of focus & involving team members from the same group			1
6. <b>Managing information</b> -Collects, organizes & maintains data			1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			<b>Competency Level</b>
Percentage of Working Time	(State the duties and responsibilities here:)		
50%	Files 201/HR documents of casual, permanent administrative staff, contractual SRAs, temporary/part-time faculty members.		1
	Prepare the official listing of disposable old documents, using the NAP form 3		1
	Segregate, maintain, and preserve those documents which are in active, non-active status, until the documents are qualified for disposal.		1
20%	Assists in the conduct of inventory an appraisal of records and the actual		1
20%	Received, preserved, and filed the incoming documents to their individual folder.		1
10%	Performs other functions that may be assigned by the superior from time to time		1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>			
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.			
 <b>VIRGILIO C. ACILO</b> 12/4/2023 Employee's Name, Date and Signature		 <b>MARIA ROBERTA S. MIRAFLOR</b> 12/04/2023 Supervisor's Name, Date and Signature	