

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 III			
2. ITEM NO.: VISCAB-ADA3-213-2004		3. SALARY GRADE : 3			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<div><div><div><input type="checkbox"/> provincial</div><div><input checked="" type="checkbox"/> city</div><div><input type="checkbox"/> municipality</div></div><div><div><input type="checkbox"/> 1st class</div><div><input type="checkbox"/> 2nd class</div><div><input type="checkbox"/> 3rd class</div><div><input type="checkbox"/> 4th class</div></div><div><div><input type="checkbox"/> 5th class</div><div><input type="checkbox"/> 6th class</div><div><input type="checkbox"/> Special</div></div></div>					
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
VISAYAS STATE UNIVERSITY		SUPPLY PROCUREMENT AND PROPERTY MANAGEMENT OFFICE			
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK			
SUPPLY PROCUREMENT AND PROPERTY MANAGEMENT OFFICE		VSU , Baybay City, Leyte			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER		
		P 11,914.00/mo	ACA PERA P 24,000.00/annum		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
Head of office		Vice-President for Administration and Finance			
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					
Computer, laser printer, calculator etc.					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	(x)	()	General Public	()	(x)
Non Supervisors	()	()	Other Agencies	(x)	()
Staff	(x)	(x)	Others (Please specify: Admin Offices	()	(x)
18. WORKING CONDITION					
Office Work		(x)	Other/s (Please Specify)		
Field Work		()			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Encode, update, prepares and delivers ARE/ICS					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Administrative Services					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience		21c. Training	21d. Eligibility	
Bachelor of Science in Agriculture- Agronomy 4 th year	Utility/Messenger -3 yrs in DBM, VSU Clerk-4 yrs in CME, VSU Admin Aide III- 6mos IGP,VSU		Office Management Clerical	Civil Service Eligibility Sub-Professional	

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. ORGANIZATIONAL 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
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1
6. Managing information - Collects, organizes & maintain data.	1
21g. TECHNICAL COMPETENCIES	Competency Level
Administrative and Clerical Support	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. Records Management Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.	
1. Renews/updates Acknowledgement Receipt of Equipment and cancelled unserviceable equipment in the individual folder.	1
2. Files copies of ARE/ICS to individual folder issued to staff/end-user.	1
3. Prepares/updates individual folders of retirees and VSU staff/end-user.	1
4. To assist the Inventory team in the conduct of the Physical Inventory of all buildings (including motor vehicles), property, equipment.	1
5. Delivers ARE/ICS to end-users in the different departments.	1
6. Facilitates the Inspection of Supplies, materials and equipment.	1
22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.	
22b 1. Encode and update newly acquired ARE/ICS for individual filing and sequencing.	1
2. Prepares Inspection and Acceptance Report and Stock Position Sheet.	1
22c. Perform other related tasks as may be assigned from time to time	
1. Customer friendly frontline service.	1
2. Performs other duties assigned by the immediate supervisor.	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.	
<u>LEOPOLDO S. ESCALA JR.</u> Employee's Name, Date and Signature	<u>ALICIA M. FLORES</u> 2018 Supervisor's Name, Date and Signature