
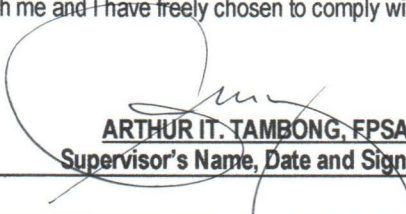
 <b>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</b>		<b>1. POSITION TITLE (as authorized by DBM)</b>  <b>ADMINISTRATIVE AIDE III</b>			
<b>2. ITEM NO.:</b> <u>ADA3-6-2016</u>		<b>3. SALARY GRADE :</b> 3			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>					
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class <input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>  			
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  DEPARTMENT OF AGRICULTURAL ENGINEERING		<b>8. WORKSTATION/PLACE OF WORK</b>  DAE, VSU , Baybay City, Leyte			
<b>9. PRES, APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER</b>		
		P 130,596	ACA PERA		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Head, DAE		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  Dean, College of Engineering			
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles) None					
<b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  Computer, printer, calculator, xerox machine, log book, bond papers, ballpen					
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive/Managerial Supervisors	( x )	( )	General Public	( )	( x )
Non Supervisors	( )	( x )	Other Agencies	( x )	( )
Staff	( )	( x )	Others (Please specify: <u>Admin Offices</u> )	( )	( x )
<b>18. WORKING CONDITION</b>					
Office Work		( x )	Other/s (Please Specify)		
Field Work		( )			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  Implements the Agricultural Engineering program and do research and extension					
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  Provides clerical and support to instruction, research and extension functions of the department.					
<b>21. QUALIFICATON STANDARDS</b>					
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>		
Completion of 2-year studies in college	None required	None required	CSSP 1 <sup>ST</sup> LEVEL		
<b>21e. CORE COMPETENCIES</b>					<b>Competency Level</b>
1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules					1
2. <b>Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.					1
3. <b>Solving Problems and Making Decisions</b> Provides timely solutions to problems and decision dilemmas that have clear-cut 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. <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> – Demonstrates 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 & maintain data.		1
21g. TECHNICAL COMPETENCIES		Competency Level
Provides support and clerical services for Agricultural Engineering faculty and staff.		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
<b>22a. Records Management</b> <b>Demonstrates basic skills and knowledge in Records Management. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.</b> 22a 1. Receives, controls and releases records and office documents such as purchase requests, travel vouchers, trip tickets, and other documents.		1
22a 2. Maintains office records by sorting, binding and filing the same for efficient reference, search and retrieval.		1
22a 3. Prepares transmittal list of communication documents for records purposes.		1
22a 4. Provides frontline services by answering queries and request from students and other clients.		1
<b>22b. Information Technology</b> <b>Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.</b> 22b 1. Prepares draft communications and other documents for and in behalf of the department head.		1
22b 2. Encodes instructional materials, reproduces examinations, long quizzes, problem sets, handouts, course outlines, table of specifications and syllabi.		1
22b 3. Prepares and produces projected/actual/individual/summary workload, letter request to hire instructors, letter to hire top ranking applicants as regular or part-time instructors, recommendation letter to renew appointment of faculty, recommendations for granting of leave status, approval for compensatory day-off schedule, request to attend seminars/ conference/trainings, request to hold/move class outside of class schedule, etc.		1
22b 4. Prepares and produces Travel Request/Order and Trip Ticket, Cash Advance for Pre-Travel Expenses and Allowances, Liquidation Report of Cash Advance for Pre-Travel, Reimbursement of Actual Travel Expenses and Allowances, Payroll of Student Worker, Purchase Request, Cash Advance, Disbursement of Petty Expenses, Petty Cash Fund Replenishment or Liquidation Reports, and other financial documents		1
22b 5. Prepares and produces of reports i.e. Annual Development Plan, Accomplishment Reports, IPCRs/OPCRs and Other Periodic Report-Related Documents		1
22b 6. Reproduces of forms i.e. Overload Request, Shifting of Degree Program/ Changing of Academic Adviser, Requesting To Enroll Unscheduled Subjects, Temporary Gradesheets, Pass Slips, DTR/CSR/ Class Observation Form, Teaching Performance Evaluation by Students, etc.		1
22b 7. Prepares and produces other necessary/prompt documents needed in the Department/College/University, i.e. AACUP Accreditation, CoE-CoD Accreditation, SUC levelling, ISO Accreditation, etc.		1
<b>22c. Performs other related tasks as may be assigned from time to time</b> 22c 1. Prepares and Facilitates Teaching Performance Evaluation by Students		1
22c 2. Follow up documents for the department		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.		
 <b>VALERIE Y. VERGIS</b> Employee's Name, Date and Signature		 <b>ARTHUR IT. TAMBONG, FPSAE</b> Supervisor's Name, Date and Signature