

<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)</b> <b>with parenthetical title</b>  <b>ADMINISTRATIVE AIDE IV (Clerk II)</b>		
<b>2. ITEM NUMBER</b>			<b>3. SALARY GRADE</b>		
ADA4 - 152- 2004			4		
<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 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>			<b>6. BUREAU OR OFFICE</b>		
VISAYAS STATE UNIVERSITY			OFFICE OF THE PRESIDENT		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
OFFICE OF THE PRESIDENT			VSU, BAYBAY CITY, LEYTE		
<b>9. PRESENT APPROP ACT</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	
				14,993	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
EXECUTIVE SECRETARY			PRESIDENT		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
(if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
DESKTOP COMPUTER, PRINTER, LCD PROJECTOR					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
Executive / Managerial		<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	
Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	
Non-Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):	
Staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>18. WORKING CONDITION</b>					
Office Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input type="checkbox"/>	<input type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
Provides support services to the President					



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

Assist in the preparation and release of directives and communications, assist in the preparation of PPMP and PRs, control the outgoing documents in the office

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	None Required <i>LSC Subprofessional Eligibility</i>

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. 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.	1
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	1
4. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder. Level-1	1
5. 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. Level 1	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
50%	1. Assist in the preparation directives and communications	1
30%	2. Control documents	1
20%	3. Assist PPMP and PR preparation for the office	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.

*LES ANDRE B. PAMAOS*  
Employee's Name, Date and Signature

*ALLEN GLENNIE P. LAMBERT*  
Supervisor's Name, Date and Signature