Republic of the Philippines				1. POSITION TITLE (as authorized by DBM)				
POSITION DESCRIPTION FORM				ADMINISTRATIVE AIDE VI				
DBM-CSC Form No. 1								
(R	,	ADMINISTRATIVE AIDE VI						
,								
2. ITEM NO.: VISCAE		3. SALARY GRADE: 6						
4. FOR LOCAL GOVERN	MENT POSIT	TION, EN	JMERATE GOVERNME	NT UNIT AND CLASS				
() provincial (X) city			() 1st class () 2nd class	()5th class ()6th class				
() municipality			() 3rd class () 4th class	() Special				
5. DEPARTMENT, CORPOR	CAL GOVERNMENT	6. BUREAU OR OFFICE						
VISAYAS STATE UNIVERSITY				DEPT OF METEOROLOGY				
7. DEPARTMENT/BRANCH/DIVISION				8. WORKSTATION/PLACE OF WORK				
DEPT OF METEOROLOGY				VSU, VISCA, BAYBAY CITY, LEYTE				
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED 12. OTHE			R	
				P 14,340.00		ACA PERA P	2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR				14. POSITION TITLE OF NEXT HIGHER SUPERVISOR				
SUPERVISING ADMINISTRATIVE OFFICER (HEAD, CASH OFFICE)					COLLEG	SE DEAN		
15. POSITION TITLE AND	ITEM OF T	HOSE DIF	RECTLY SUPERVISED	•				
none								
16 MACHINE, EQUIPME	NT, TOOLS	ETC., USE	ED REGULARLY IN PER	FORMANCE OF WORK				
Computer, printer, calculator, ballpen								
17. CONTACTS/CLIENTS	S/STAKEHO	LDERS						
17a. Internal	Occasiona	I	Frequent	17b. External	Occasi	ional	Frequent	
Executive/Managerial	()		()	General Public		()	(x)	
Supervisors Non Supervisors	(X) (X)		(x) (x)	Other Agencies Others (Please specify:		(x) ()	() (x)	
Staff	(X)		(x)	Admin Offices		'	(^)	
18. WORKING CONDITION	ON							
Office Work			(x)	Other/s (Please Specify)				
Field Work			()					
19. BRIEF DESCRIPTION	N OF THE GE	NERAL	FUNCTION OF THE UNI	T OR SECTION				
Provides an effective and e served satisfactory in acco	efficient mana ordance with	agement s standards	system of the department of the university rules and	under the College of Enginee d regulations.	ering of V	SU and ensu	res that clients are	
20. BRIEF DESCRIPTION	OF THE GE	NERAL F	UNCTION OF THE POS	ITION (Job Summary)				
	to achieve ar			nt system of the department u	nder the	College of Er	ngineering of VSU.	
21a. Education		21b. Experience		21c. Training		21d. Eligibility		
Completion of 2 years studies in college		NONE REQUIRED		NONE REQUIRED		C S (Subprofessional)1ST Level		
21e. CORE COMPETENCIES Compete							Competency Level	
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. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction								
3. Communication Savy -	Effectively del	ivers mess	sages that simply focus on f	acts or information;			2 2	
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, work well in a team to achieve results								

5.	Change Adaptation - Works effectively and a variety of people and situations and adapts one's thinking, behavior and style appropriately in dealing with change.	_		
¢	2			
 Gerider-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues 				
AE				
11.	FUNCTIONAL COMPETENCIES	Competency Leve		
	 Administrative Service 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		
	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	1		
	government policies, transactions and effective management of the university operations.			
	Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives			
	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	1		
	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		
	 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		
	STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Leve		
	30% - Prepares Communication	2		
	2			
	15% - Prepares Faculty Workload 20% - Prepares Department Reports	2		
	20% - Maintain Department's filing system			
	10% - Facilitates Instructional activities of the faculty in the department	2 2		
	5% - Do other task assigned by the head of office	2		
	manuta.	_		
	100%			

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.

LORNA B. ABAMO, February 1, 2019 Employee's Name, Date and Signature ROBERTO C. GUARTE, February 1, 2019
Supervisor's Name, Date and Signature