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|--|-------------------------------------|---|-------------------------------|
| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017) | | 1. POSITION TITLE (as approved by authorized agency) with parenthetical title ADMINISTRATIVE AIDE III | |
| 2. ITEM NUMBER | | 3. SALARY GRADE | |
| LS | | 3 | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS | | | |
| <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 | | | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT | | 6. BUREAU OR OFFICE | |
| VISAYAS STATE UNIVERSITY | | OFFICE OF THE DIRECTOR FOR QUALITY ASSURANCE | |
| 7. DEPARTMENT / BRANCH / DIVISION | | 8. WORKSTATION / PLACE OF WORK | |
| OFFICE OF THE DIRECTOR FOR QUALITY ASSURANCE | | VSU, BAYBAY CITY, LEYTE | |
| 9. PRESENT APPROP ACT | 10. PREVIOUS APPROP ACT | 11. SALARY AUTHORIZED | 12. OTHER COMPENSATION |
| | | P566.64/ day | P90.90/day |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | |
| DIRECTOR FOR QUALITY ASSURANCE | | PRESIDENT | |
| 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 | | | |
| DESKTOP COMPUTER, LAPTOP COMPUTER, PRINTER, SCANNER, PHOTOCOPIER, RING BINDER, PAPER CUTTER | | | |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS | | | |
| 17a. Internal | Occasional | Frequent | 17b. External |
| Executive / Managerial | <input checked="" type="checkbox"/> | <input type="checkbox"/> | General Public |
| Supervisors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other Agencies |
| Non-Supervisors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Others (Please Specify): |
| Staff | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 18. WORKING CONDITION | | | |
| Office Work | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other/s (Please Specify) |
| Field Work | <input type="checkbox"/> | <input type="checkbox"/> | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION | | | |
| Provides administrative services to the Office of the Director for Quality Assurance | | | |

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

Prepares paperworks such as payrolls, vouchers, PRs and PPMPs, an other communications. Assist in the preparation and documentation of AACCUP Accreditation, ISO certification and other quality assurance activities.

21. QUALIFICATION STANDARDS

| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
|--|-----------------|---------------|------------------|
| Completion of 2 years studies in college | None Required | None Required | None Required |

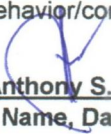
| 21e. Core Competencies | Competency Level |
|--|------------------|
| 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office | 2 |
| 2. Delivering Service Excellence - 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. 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 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 |
| 5. 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. | 1 |

| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | Competency Level | | | | | | | | | | |
|--|---|---|-----|---|-----|---|-----|---|----|---|-------------------------------------|
| <table border="1"> <thead> <tr> <th>Percentage of Working Time</th> <th>(State the duties and responsibilities here:)</th> </tr> </thead> <tbody> <tr> <td>50%</td> <td>1. Prepares office paperworks such as payrolls, vouchers, PRs and PPMPs, job requests, notice of meeting, and other communications.</td> </tr> <tr> <td>30%</td> <td>2. Assist in the preparation and documentation AACCUP Accreditation, ISO Certification, and other quality assurance activities.</td> </tr> <tr> <td>15%</td> <td>3. Collect, scan and upload supporting documents for AACCUP Accreditation and other related activities.</td> </tr> <tr> <td>5%</td> <td>5. Maintain and update database for supporting documents.</td> </tr> </tbody> </table> | Percentage of Working Time | (State the duties and responsibilities here:) | 50% | 1. Prepares office paperworks such as payrolls, vouchers, PRs and PPMPs, job requests, notice of meeting, and other communications. | 30% | 2. Assist in the preparation and documentation AACCUP Accreditation, ISO Certification, and other quality assurance activities. | 15% | 3. Collect, scan and upload supporting documents for AACCUP Accreditation and other related activities. | 5% | 5. Maintain and update database for supporting documents. | <p>1</p> <p>1</p> <p>1</p> <p>1</p> |
| Percentage of Working Time | (State the duties and responsibilities here:) | | | | | | | | | | |
| 50% | 1. Prepares office paperworks such as payrolls, vouchers, PRs and PPMPs, job requests, notice of meeting, and other communications. | | | | | | | | | | |
| 30% | 2. Assist in the preparation and documentation AACCUP Accreditation, ISO Certification, and other quality assurance activities. | | | | | | | | | | |
| 15% | 3. Collect, scan and upload supporting documents for AACCUP Accreditation and other related activities. | | | | | | | | | | |
| 5% | 5. Maintain and update database for supporting documents. | | | | | | | | | | |

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.


Raul Anthony S. Valenzona
 Employee's Name, Date and Signature


EDITHA G. CAGASAN
 Supervisor's Name, Date and Signature