



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 <div style="text-align: center; padding: 10px;"> Administrative Aide III </div>																									
2. ITEM NUMBER VISCAB-ADA3-188-2004		3. SALARY GRADE Salary Grade 3																									
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div style="width: 30%;"> <input checked="" type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>																											
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University		6. BUREAU OR OFFICE Office of the Vice President for Planning, Resource Generation and Auxiliary Services																									
7. DEPARTMENT / BRANCH / DIVISION 		8. WORKSTATION / PLACE OF WORK ViSCA, Baybay City, Leyte																									
9. PRESENT APPROP ACT 	10. PREVIOUS APPROP ACT 	11. SALARY AUTHORIZED P 156,228.00/annum	12. OTHER COMPENSATION ACA PERA P 24,000.00/annum																								
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Vice President for Planning, Resource Generation and Auxiliary Services		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR University President																									
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>																											
POSITION TITLE		ITEM NUMBER																									
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer/Laptop, Printer/Scanner, Photocopier																											
17. CONTACTS / CLIENTS / STAKEHOLDERS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">17a. Internal</th> <th style="width: 10%;">Occasional</th> <th style="width: 10%;">Frequent</th> <th style="width: 30%;">17b. External</th> <th style="width: 10%;">Occasional</th> <th style="width: 10%;">Frequent</th> </tr> </thead> <tbody> <tr> <td>Executive / Managerial Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Non-Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Staff</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Others (Please Specify):</td> <td colspan="2" style="text-align: center;">Administrative Offices</td> </tr> </tbody> </table>				17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	Administrative Offices	
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18. WORKING CONDITION <table style="width: 100%;"> <tr> <td style="width: 30%;">Office Work</td> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 50%;">Other/s (Please Specify)</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </table>				Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input type="checkbox"/>																	
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19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Spearheads the planning and resource generation of the university.																											
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Collect and consolidate data of the university and prepare report that will be requested by other agencies.																											
21. QUALIFICATION STANDARDS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">21a. Education</th> <th style="width: 25%;">21b. Experience</th> <th style="width: 25%;">21c. Training</th> <th style="width: 25%;">21d. Eligibility</th> </tr> </thead> <tbody> <tr> <td>Bachelor of Science in Statistics with 30 masteral units</td> <td></td> <td></td> <td>Career Service Professional Eligibility</td> </tr> </tbody> </table>				21a. Education	21b. Experience	21c. Training	21d. Eligibility	Bachelor of Science in Statistics with 30 masteral units			Career Service Professional Eligibility																
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21e. Core Competencies		Competency Level
1. Exemplifying Integrity <i>Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules</i>		1
2. Delivering Service Excellence <i>Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.</i>		1
3. Solving Problems and Making Decisions <i>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.</i>		1
21f. Functional 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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
	22a. Records Management Demonstrates basic skills and knowledge in Records Management	
3%	1. Receives, records, and releases documents of	1
7%	2. Maintains all pertinent documents, records, and forms of OVPPRGAS.	1
2%	3. Prevents access of documents to unauthorized personnel.	1
3%	4. Monitors access of records.	1
15%	5. Performs the function of the Document and Records Controller.	1
	22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology	
14%	1. Collects and consolidates university physical targets and quarterly accomplishments.	1
14%	2. Prepares and submits data required regularly by DBM, and other line agencies.	1
14%	3. Collects data and updates the VSU transparency seal.	1
5%	4. Collects documents for accreditation purposes and for planning activities.	1
10%	6. Prepares pertinent documents for administrative/financial matters.	1
5%	7. Records and acts as secretary for office/university meetings/activities.	1
4%	22c. Perform other related tasks as may be assigned from time to time	1
4%	22d. Customer-friendly frontline service	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.		
 JANSEL JOI C. VILLAS, 12/15/2020 Employee's Name, Date and Signature		 DILBERTO O. FERRAREN, 12/15/2020 Supervisor's Name, Designation, Date and Signature