
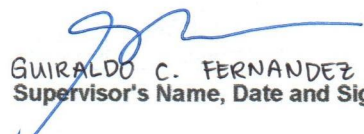


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)			1. POSITION TITLE (as approved by authorized agency) with parenthetical title		
			ADMINISTRATIVE AIDE I		
2. ITEM NUMBER			3. SALARY GRADE		
ADA-183-2004			SG-1		
4. FOR LOCAL GOVERNMENT POSITION, 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 checked="" type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY					
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED		12. OTHER COMPENSATION	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
DEPARTMENT HEAD			COLLEGE DEAN		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
(if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
DESKTOP COMPUTER, PRINTER, PHOTOCOPIER, LAWN MOWER					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Provides support services to the Instruction, Research and Extension.					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Provides support services to the Instruction, Research and Extension functions of the unit.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
ELEMENTARY SCHOOL GRADUATE	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			Basic competency
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			Basic competency
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;			Basic competency
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			Basic competency
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.			Basic competency
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems			Basic competency
21f. Functional Competencies			Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		
30%	1. Delivers and coordinates memos, communications and other documents for and in behalf of the Head/College Dean		1
30%	2. Provides messengerial services and maintaining cleanliness of the offices and surroundings.		1
15%	3. Risograph IMs, exams, evaluation forms and other documents		1
15%	4. Entertains clients and stakeholders and ensure that their concerns are acted to by faculty.		1
10%	6. Performs other related tasks as maybe assigned from time to time.		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.			
 JEFREY M. TUMULAK Employee's Name, Date and Signature		 GUIRALDO C. FERNANDEZ JR. 06-16-2020 Supervisor's Name, Date and Signature	