Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1		POSITION TITLE (as approved by authorized agency) with parenthetical title		
		ADMINISTRATIVE AIDE VI (Clerk)		
		3. SALARY GRADE		
	ASUAL APPOINTMENTS			6
The second secon		Accessed to the second	OVERNMENTAL UNIT AND CL	ASS
	ENT POSITION, ENGINE			
☐ Province ☐ City ☐ Municipality		2nd	Class Class Class	☐ 5th Class ☐ 6th Class ☐ Special
5. DEPARTMENT, CORPORATION LOCAL GOVERNMENT	RATION OR AGENCY/		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY			DYDC-FM	
The same and proposed the same and the same		8. WORKSTATION / PLACE OF WORK		
VSU RAI	DIO DYDC-FM		VSU, BAYBA	Y CITY, LEYTE
9. PRESENT APPROP ACT	10. PREVIOUS APPROP	ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
NA :	NA		P15,524.08	ACA/PERA P2,000.00
13. POSITION TITLE OF IM	MEDIATE SUPERVISOR		14. POSITION TITLE OF NEX	T HIGHER SUPERVISOR
MANAGER		DEAN		
15. POSITION TITLE, AND	ITEM OF THOSE DIRECT	TLY SUP	PERVISED	
	(if more than seven (7		by their item numbers and titles	
	CLERK			JAL APPOINTMENT
16. MACHINE, EQUIPMENT	r, tools, etc., used R	REGULAI	RLY IN PERFORMANCE OF W	ORK
		COMPU	TER, ETC.	
17. CONTACTS / CLIENTS 17a. Internal			1 291 2 1 1	Onesiant I Barrel
Executive / Managerial	Occasional Fr	equent	General Public	Occasional Frequent
Supervisors Non-Supervisors Staff			Other Agencies Others (Please Specify):	
18. WORKING CONDITION	CHARACTER AND THE CANAL SECURITY OF THE CANA	erachtetheoreane		n and interespond and record to an executary and the state and record records to the state of the state and records and the state and the stat
Office Work Field Work			Other/s (Please Specify)	
19. BRIEF DESCRIPTION C	OF THE GENERAL FUNC	TION OF	THE UNIT OR SECTION	
	Clerk, Utility Mess	senger of	the Visayas State University	
20. BRIEF DESCRIPTION C	F THE GENERAL FUNC	TION OF	THE POSITION (Job Summar	v)
			f the Visayas State University	
21. QUALIFICATION STAN	DARDS			
21a. Education	21b. Experience	9	21c. Training	21d. Eligibility
2 years in in College	None Required		None Required	MC#11, S.1996 (DATA ENCODER)
21e. Core Competenci				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 - C satisfaction	Complies with VSU's established	d standard	ls of service delivery for customer	2

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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.

EDDIE M. ISRAEL.
Employee's Name, Date and Signature

ROTACIO S. GRAVOSO Supervisor's Name, Date and Signature