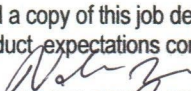
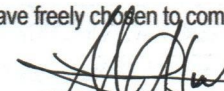


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1,		1. POSITION TITLE (as authorized by DBM) AMINISTRATIVE AIDE V	
2. ITEM NO.: ADA6-113-2004		3. SALARY GRADE : V	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class	
<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		IDBMU	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
GENERAL SERVICES DIVISION		VSU, Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
			ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
ENGINEER-II, HEAD, HEVLMU		DIRECTOR	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
None			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Brush, Roller Brush, Spachola Spray gun			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	( )	( )	General Public
Supervisors	( )	( )	Other Agencies
Non Supervisors	( )	( )	Others (Please specify:
Staff	(x)	(x)	Admin Offices
			Occasional
			Frequent
			( )
			(x)
			( )
			(x)
18. WORKING CONDITION			
Office Work	( )	Other/s (Please Specify)	
Field Work	(X)		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Painter of General Services Division			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Repair and Maintenance of VSU, Offices Furniture and Building			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
HIGH SCHOOL GRADUATE			

<b>21e. CORE COMPETENCIES</b>	<b>Competency Level</b>
<b>1. Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
<b>2. Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
<b>3. Solving Problems and Making Decisions</b> 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.	1
<b>21f. FUNCTIONAL COMPETENCIES</b>	<b>Competency Level</b>
<b>1. Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
<b>2. Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
<b>3. Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work	1
<b>4. Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.	1
<b>21g. TECHNICAL COMPETENCIES</b>	<b>Competency Level</b>
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	<b>Competency Level</b>
<b>1.</b> 50% Responsible for mixing, matching and applying paint various surfaces, completing touch ups and coordinating large painting project.	1
<b>2.</b> 40% Scrape, sandpaper, prime or seal surfaces prior to painting	1
<b>3.</b> 10% Clean up all equipment, including spray guns.	1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>	
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.	
 <b>NICOLAS NELSON R. VALENZONA</b> Employee's Name, Date and Signature	 <b>MARLON G. BURLAS</b> Supervisor's Name, Date and Signature