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| <div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div> | | 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 | | | | | |
| <div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div> | | | | | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT | | 6. BUREAU OR OFFICE | | | |
| VISAYAS STATE UNIVERSITY | | OFFICE OF THE DATA PROTECTION OFFICER | | | |
| 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 | | |
| | | P616.91/DAY | ACA/PERA P2,000.00 | | |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | | | |
| HEAD, DATA PROTECTION OFFICER | | EXECUTIVE SECRETARY | | | |
| 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, BALLPEN, PHOTOCOPIER | | | | | |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS | | | | | |
| 17a. Internal | Occasional | Frequent | 17b. External | Occasional | Frequent |
| Executive / Managerial Supervisors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | General Public | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Non-Supervisors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other Agencies | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Staff | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Others (Please Specify): | | |
| 18. WORKING CONDITION | | | | | |
| Office Work | <input type="checkbox"/> | <input checked="" 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 support services to the Data Protection Officer | | | | | |

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

Assist in the preparation and release of communications, assist in the preparation of financial document, control the ingoing and outgoing documents in the office and perform other function as assigned by supervisors.

21. QUALIFICATION STANDARDS

| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
|--|-----------------|---------------|-----------------------------------|
| Completion of 2 years studies in college | None Required | None Required | Career Service (sub professional) |

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

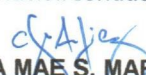
| | Competency Level |
|--|------------------|
| 1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers 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. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder. Level-1 | 1 |
| 5. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards. Level 1 | 1 |


22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

| Percentage of Working Time | (State the duties and responsibilities here:) | Competency Level |
|----------------------------|--|------------------|
| 20% | 1. Receives, releases and controls documents in accordance with ISO. | 1 |
| 10% | 2. Maintains the filing system of the office | 1 |
| 10% | 3. Records accomplishments as inputs to the office annual report and OPCR entries | 1 |
| 10% | 4. Prepares all financial and personnel documents of the office | 1 |
| 10% | 5. Facilitates/follow ups document processing at the various administrative units of the university | 1 |
| 10% | 6. Schedules committee meetings/Background Investigations and sent notices/communications to concerned staff/person involved in admin. Cases/reports | 1 |
| 15% | 7. Prepares encodes affidavits, contracts, agreements, Certificate of No Pending Case and other legal documents and facilitated its notarization | 1 |
| 5% | 8. Maintains/records the PISADA of the VSU Land Cultivators | 1 |
| 10% | 9. Perform other function as assigned by supervisors. | 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.


CHIZKA MAE S. MARTINEZ
Employee's Name, Date and Signature


RYSAN C. GUINOCOR
Supervisor's Name, Date and Signature