Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		POSITION TITLE (as approved by authorized agency) with parenthetical title  ADMINISTRATIVE AIDE III  3. SALARY GRADE  3						
					2. ITEM NUMBER  LS			
4. FOR LOCAL GOVERNME	NT POSITION, EN							IUMERATE GO
☐ Province ☑ City ☐ Municipality							☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORPOR LOCAL GOVERNMENT	ATION OR AGEN	CY/	6. BUREAU OR OFFICE					
VISAYAS STATE UNIVERSITY			OFFICE OF THE DATA PROTECTION OFFICER					
7. DEPARTMENT / BRANCH	I / DIVISION		8. WORKSTATION / PLAC	E OF WORK				
			VSU, BAY	BAY CITY, LEYTE				
9. PRESENT APPROP ACT 1	0. PREVIOUS APP	ROP ACT	11. SALARY AUTHORIZED	12. OTHER CO	MPENSATION			
			P616.91/DAY	ACA/PERA	P2,000.00			
13. POSITION TITLE OF IMI	MEDIATE SUPER	/ISOR	14. POSITION TITLE OF N	EXT HIGHER SUPE	RVISOR			
HEAD, DATA PRO	OTECTION OFFIC	ER	EXECUTIVE SECRETARY					
15. POSITION TITLE, AND I	TEM OF THOSE	DIRECTLY SU	PERVISED					
POSIT	(if more than set	en (7) list only	by their item numbers and to	itles) M NUMBER				
16. MACHINE, EQUIPMENT		SED REGULA						
			TER, BALLPEN, PHOTOCO		oWło spatiu			
17. CONTACTS / CLIENTS								
17a. Internal Executive / Managerial	Occasional	Frequent	17b. External	Occasional	Frequent			
Supervisors	Ä		General Public Other Agencies					
Non-Supervisors		V	Others (Please Specify):	CATALON PORT				
Staff		V	o compresentations of the comprese of the contract of the cont					
18. WORKING CONDITION			011 / /81					
Office Work Field Work			Other/s (Please Specify)					
19. BRIEF DESCRIPTION O	F THE GENERAL	FUNCTION O	F THE UNIT OR SECTION					
Provides support services	s to the Data Prote	ction Officer	Sessentimentalions to conductive of sealerness.	DISTRES TRIBI				

## 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.

21a. Education	21h Evporiones	24e Testal		
Completion of 2	21b. Experience	21c. Training		ligibility
Completion of 2 years studies in college	None Required	None Required		ervice (sub
The state of the state of the state of			profes	sional)
21e. Core Competen	cies		Compete	ncy Level
Exemplifying Integrity and Pro	fessionalism - demonstrates high standards	of professional behaviour, adhering to		
unicai as weii as morai principie:	s, values, and standards of public office		2	
. Delivering Service Excellence	- Complies with VSU's established standard	ds of service delivery for customer		-
atisfaction			2	
B. Communication Savy - Effective	rely delivers messages that simply focus on	facts or information:	2	
	nagement - Effectively communicates and in			
and clients, and work well in a tea	am to achieve results	teracts with coneagues, customers	2	
ehaviour and style appropriately	ffectively with a variety of people and situation	ons and adapts one's thinking,	2	
			~	
. Gender-responsive manageme	ent - Promotes gender equality and women	n empowerment to address gender-	1	
elated problems			,	
21f. Functional Comp	etencies		Competer	ncy Level
. Auministrative Services Manag	gement- Develops programs and projects, ar	nd mobilizes and manages resources,	1	
our material and numan, in orde	r to fully achieve the set objectives and targe	ets of the university in general and of		
ne different offices/colleges/depa	arments/centers in particular			
. Documents and Records Mana	agement- Applies and adapts records mana	gement standards related to the cycle	1	
f records in the university which	are conducted to achieve adequate and pro	oper documentation of government		
olicies, transactions and effective	e management of the university operations.	TO LITTLE OF		91.6
Facilitation - Guides the exchain	nge of information and ideas in an interactive	e session designed to meet defined	1	
bjectives		- continue and a more admired		
-,		1		
-	unications Technology (ICT), Implements th	e effective identification, selection	1	
. Use of Information and Comm	unications Technology (ICT)- Implements th	e effective identification, selection,	1	
. Use of Information and Comm cquisition, development, utilization	on, and protection of technologies. In accord	lance with the mandate of the unit,	1	
. Use of Information and Comm	unications Technology (ICT)- Implements the on, and protection of technologies. In accordance delivery of services by ensuring responses.	lance with the mandate of the unit,	1	
. Use of Information and Comm cquisition, development, utilization at will result to efficient and effe- evel-1	on, and protection of technologies. In accord ctive delivery of services by ensuring respor	dance with the mandate of the unit, nsiveness to the needs of stakeholder.		
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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.

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

RYSAN C. GUINOCOR
Supervisor's Name Date and Signature