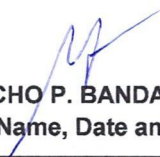


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency with parenthetical title) ADMINISTRATIVE AIDE VI (Clerk III)	
2. ITEM NUMBER		3. SALARY GRADE	
ViSCAB-ADA6-114-2004		SG-6	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input checked="" 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 type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
STATE UNIVERSITY AND COLLEGES (SUC)		VISAYAS STATE UNIVERSITY	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
RECORDS AND ARCHIVES OFFICE		VISAYAS STATE UNIVERSITY	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
N/A		Php 17,553.00	ACA/PERA P 2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
ADMINISTRATIVE OFFICER III		CHIEF ADMINISTRATIVE OFFICER	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
<i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, Laptop, Printer, Scanner, Photocopier, Telephone, Ballpen, Stapler, Puncher			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies
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 type="checkbox"/>	<input checked="" 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 proper records management relative to filing, safekeeping, preservation, storage, retention and disposition of valueless records.			
Provides efficient centralized mail/communication and messengerial services to the university			
Safeguard, maintains and preserve the permanent and vital documents of the university.			
Maintains and gathers archives display which showcase valuable records of the university			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Serves as Point Person providing frontline services by answering queries from clients, receiving/releasing requests for information/records following request for record procedure and FOI policy			
Files appointment, contract, PDS,PDF, NOSA & other 201 documents of academic staff (pemanent) in their designated folders			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	CS (Sub-professional) 1st level
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - Demonstrates high standards of professional behavior, adhering to ethical as well as moral principles, values and standards of public office			2
2. Delivering Service Excellence - Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers			2
3. Communication Savvy - 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 situation's and adapts one's thinking, behavior and style appropriately in dealing with change			2
6. Gender-Responsive Management - Promotes gender equality and women empowerment to address gender-related problems			2
21f. Organizational Competencies			Competency Level
1. Demonstrating Personal Effectiveness - Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.			1
2. Speaking Effectively - Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials			1
3. Writing Effectively - Refers to and/or uses existing communication materials or templates to produce own written work			1
4. Championing & Applying Innovation - Demonstrates an awareness of basic principles of Innovation.			1
5. Planning & Delivering - Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group			1
6. Managing information - Collects, organizes & maintain data			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		
50%	Serves as Point Person providing frontline services by answering queries from clients, receiving/releasing requests for information/records following request for record procedure and FOI policy;		1
10%	Prepares and submits monthly FOI registry & summary reports;		1
15%	Files appointments, contract, PDS,PDF, NOSA & other 201 documents of academic staff (faculty members with permanent employment status) including approved leave applications of academic and administrative staff in their designated folders;		1
5%	In-charge in the production/printing of IPCRs to be endorsed to the PMT committee for meritorious purposes;		1
5%	Assists in the annual records inventory & appraisal of the office and evaluates the Records Inventory and Appraisal (NAP form no.1) submitted by different offices/departments based on RDS?GRDS;		1
5%	In-charge in the collection of documents and records that contains historical information/events of VSU for archival purposes;		1
5%	Acts as alternate dDRC for the Office; and		1
5%	Performs other functions that may be 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.


MARCHO P. BANDALAN 10/2/23
Employee's Name, Date and Signature


MARIA ROBERTA S. MIRAFLOR 10/2/23
Supervisor's Name, Date and Signature