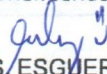
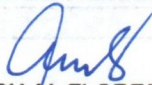


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No.1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title	
		ADMINISTRATIVE AIDE VI (Clerk III)	
2. ITEM NUMBER		3. SALARY GRADE	
ADA6- 89-2004		SG-6	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
Province	1st Class	5th Class	
City	2nd Class	6th Class	
Municipality	3rd Class	Special	
	4th Class		
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		Office of the Director for Financial Management	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
Office of the Head of Budget		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
NA	NA	16,877/month	P 2000.00 PERA/mo.
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Administrative Officer V (Budget officer III)		Director of Finance	
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, CAMERA, LCD PROJECTOR			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial			General Public
Supervisors			Other Agencies
Non-Supervisors			Others (Please Specify):
Staff			
18. WORKING CONDITION			
Office Work	Other/s (Please Specify)		
Field Work			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Drafts guidelines for budget preparation. Prepares and submits work and financial plan & other budgetary requests and Physical and Financial data reports. Controls appropriation and allotment per project/program/activity.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Controls allotment, obligations and disbursements of Internally Generated Fund (IGF)			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	CS (Subprofessional) First Level Eligibility

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 and issues		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. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.		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.		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)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
20%	1. Obligates/Encodes daily Purchase Orders, Vouchers & Payrolls under Internally Generated Fund (IGF) to BAOM;	1
20%	2. Earmarks Job Orders, Contracts of Services, Purchase requests, RIS & fund transfer under IGF	1
20%	3. Controls office/dept. sub-allotment under IGF and encode to subsidiary ledgers	1
15%	4. Updates monthly balances of projects/dept/offices under IGF	1
20%	5. Assist the head in the preparation of Accountability Reports	1
5%	6. Perform other task assigned by Immediate Supervisor.	1
23. ACKNOWLEDGMENT AND ACCEPTANCE:		
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  <u>ERLY S. ESGUERRA, October 3, 2022</u> Employee's Name, Date and Signature </div> <div style="text-align: center;">  <u>ALICIA M. FLORES, October 3, 2022</u> Supervisor's Name, Date and Signature </div> </div>		