

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 <div style="text-align: center;">Administrative Aide III</div>			
2. ITEM NUMBER		3. SALARY GRADE			
		SG - 3			
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			
SUC/ Visayas State University (VSU)		VSU			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
Office of the Head of Records & Archives (OHRA)		VSU, Baybay City, Leyte			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
N/A		PER ANNUM P 143,359.92	ACA/PERA P24,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
Administrative Officer II		Chief Administrative Officer			
Head, OHRA					
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			
N/A		N/A			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
computer, printer, scanner, copier machine, telephone, calculator, puncher, stapler, ballpen, etc.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External		
Occasional	Frequent	Occasional	Frequent		
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
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 records					
Provides efficient centralized mail/communication and messengerial services to the university;					
Renders efficient records reference services to the different department, centers, units of the university and its clientele;					
Maintains/gathers archives display which showcase valuable records of the university.					

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

Takes charge of 201 folders of casual, permanent administrative staff, contractual SRAs, temporary/part-time faculty members including leave folders of the same and other general files of the university.

In-charge of inventory and appraisal of records and the actual disposal of valueless records;

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) First Level Eligibility

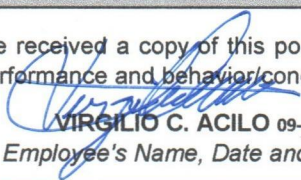
21e. Core Competencies	Competency Level
1. Exemplifying Integrity - Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence - Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions - Provides timely solutions to problems and decisions dilemmas	1
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 and Applying Information - 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 and maintain data	1
21f. Technical Competencies	Competency Level
Provides general administrative support and clerical services in the OHRA and VSU.	1

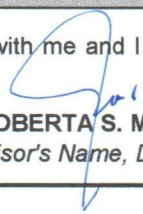
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
50%	Files 201/HR documents of casual, permanent administrative staff, contractual SRAs, temporary/part-time faculty members including approved leave applications of the same and other general files of the university.	1
30%	Assists in the conduct of inventory and appraisal of records and the actual	1
10%	Renders reference services on general files, personal and leave folders;	1
5%	Does messengerial function in the absence of the in-charge;	1
5%	Performs other functions that maybe 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.


VIRGILIO C. ACILO 09-19-2022
 Employee's Name, Date and Signature


MARIA ROBERTA S. MIRAFLOR 09-19-2022
 Supervisor's Name, Date and Signature