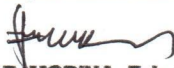
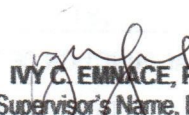


Republic of the Philippines <b>POSITION DESCRIPTION FORM</b> DBM-CSC Form No. 1 (Revised Version No. 1,		<b>1. POSITION TITLE (as authorized by DBM)</b>  <b>ADMINISTRATIVE AIDE III</b>	
<b>2. ITEM NO.:</b> VISCAB-ADA 5-196-2004		<b>3. SALARY GRADE :</b> 3	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class <input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>  VSU, Baybay City, Leyte	
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  Department of Food Science and Technology		<b>8. WORKSTATION/PLACE OF WORK</b>  VSU, Baybay City, Leyte	
<b>9. PRES. APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>  P 12, 914.00	<b>12. OTHER</b>  ACA PERA 2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Head, DFST		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  Dean, College of Agriculture and Food Science	
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles) None			
<b>16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  Balpen, Logbook, Calculator, Grass cutter etc.			
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive/Managerial Supervisors Non Supervisors Staff	( ) (x) (x) (x)	( ) ( ) (x) (x)	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
<b>Occasional</b>		<b>Frequent</b>	
( ) (x) (x) (x)		( ) (x) ( ) (x)	
<b>18. WORKING CONDITION</b>			
Office Work		Other/s (Please Specify)	
Field Work		(x) (x)	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  To conduct messengerial and utility services			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  Provides messengerial and utility services to the department in support of instruction, research and extension			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Elem. School Graduate	none required	none required	none required
<b>21e. CORE COMPETENCIES</b>			<b>Competency Level</b>
1. <i>Exemplifying Integrity and Professionalism</i> - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office			2
2. <i>Delivering Service Excellence</i> - Complies with VSU's established standards of service delivery			2



for customer satisfaction		
3. <i>Communication Savvy</i> - Effectively delivers messages that simply focus on facts or information;		2
4. <i>Interpersonal relationship management</i> - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results		2
5. <i>Change Adaptation</i> - Works effectively with a variety of people and situations and adapts one's thinking, behavior and style appropriately in dealing with change.		2
6. <i>Gender-responsive management</i> - Promotes gender equality and women empowerment to address gender-related problems and issues		1
<b>21f. FUNCTIONAL COMPETENCIES</b>		<b>Competency Level</b>
1. <i>Attention to Details</i> - Reports accurate information and spot errors in documents/jobs and other forms of written communication/outputs in a timely manner.		2
2. <i>Achievement Orientation</i> - Uses internal and external resources effectively to achieve individual, team, and organisational goals.		2
3. <i>Records Management</i> - 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.		2
4. <i>Computer Skills</i> - Operates standard personal computer or laptop and effectively uses needed computer software, applications and technology needed in the performance of the functions of the positions.		2
5. <i>Communication Skills</i> - Effectively delivers messages that simply focus on facts or information; receives and conveys ideas, instructions,, information by using appropriate language, method and manner to ensure the audience understands the message and takes necessary action. Makes clear and convincing oral presentations to individual or groups; listens effectively and clarifies information as needed.		2
<b>21g. TECHNICAL COMPETENCIES</b>		<b>Competency Level</b>
Provides support services to DFST faculty and staff.		
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
Percent of Working Time		
40 %	1. Delivers communications, memorandum, reports, manuals and other documents of the department	2
20 %	2. Receives, records and releases all communications and documents	2
20%	3. Maintains cleanliness of the department's offices, classrooms, CR's and others	2
10%	4. Provides support services for smooth operations of the department	2
10%	5. Performs other functions assigned by the faculty and immediate supervisor.	2
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>		
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.		
 <b>HENRY P. MODINA</b> , Feb. 7, 2019 Employee's Name, Date and Signature		 <b>IVY C. ENNACE</b> , February 7, 2019 Supervisor's Name, Date and Signature