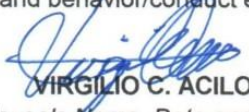



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center; padding: 5px;">Administrative Aide III</div>	
2. ITEM NUMBER		3. SALARY GRADE	
		SG - 3	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY-RECORDS OFFICE & ARCHIVES CENTER			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
Records Office and Archives Center		VSU, Baybay City, Leyet	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
		PER ANNUM P 143,359.92	ACA/PERA P11,453.40
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Administrative Officer II		Chief Administrative Officer	
OIC, Records Office and Archives Center			
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	
Administrative Officer II		VISCAB-ADOF2-29-2004	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, Printer, Scanner, Copier Machine, Telephone, Calculator, Puncher, Stapler, Ballpen			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Keeps custody and safekeeping of permanent and vital documents of the University;			
Renders efficient records reference services to its client;			
Responsible for disposition of valueless records of the University and securing authority from NAP.			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Takes charge in the filing of all leave application for both administrative and academic employees and other documents being listed in the checklist.			
Plans, implements and controls the activities of the office.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Junior Secretarial (degree holder)	37 years of relevant experience	8 hours of relevant trainings	N/A
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 that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.			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 supports and clerical services in the management and supervision of ROAC of the University			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
50%	Sorts and files records received from office/depts./centers and from agencies outside VSU; files records and documents of faculty and staff (academic, administrative, part-time instructor/substitute; casual; and SRA. Receives and sorts leave files of all VSU employees from PRPEO and files.		1
20%	Renders reference services on general files, personal and leave folders.		1
10%	Assists in delivering mails, communications and documents to different units of the university.		1
5%	Attends to administrative and support services of the office		1
15%	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 May 22, 2020 Employee's Name, Date and Signature		 MARIA ROBERTA S. MIRAFLOR May 22, 2020 Supervisor's Name, Date and Signature	