



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) <div style="text-align: center;">ADMINISTRATIVE AIDE III</div>	
2. ITEM NO.:		3. SALARY GRADE : 3	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class <input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		VSU, Baybay City, Leyte	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
Department of Horticulture		VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P 13,572.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Department Head		Dean, College of Agriculture and Food Science	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
none			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, Printer, Camera			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	()	()	General Public
Supervisors	(X)	(X)	Other Agencies
Non Supervisors	(X)	(X)	Others (Please specify:
Staff	(X)	(X)	Admin Offices
18. WORKING CONDITION			
Office Work	(X)	Other/s (Please Specify)	
Field Work	()		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Performs administrative duties within the department			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of two years studies in college	None Required	None Required	C S (Subprofessional) 1 ST Level
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, work well in a team to achieve results			2

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5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behavior and style appropriately in dealing with change.	1
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues	
21f. FUNCTIONAL COMPETENCIES (refer – competency mapping appropriate to position –delete this after filling up)	Competency Level
1. Administrative Service Management	1
2. Documents and Records Management	1
3. Facilitation	1
4. Process Improvement	2
5. Monitoring and Evaluation	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) (Competency Level
20% 1. Prepares draft communication and other documents for and in behalf of the director and project leaders	2
20% 2. Entertains clients and stakeholders and ensure that their concerns are acted to by faculty concerned and helps facilitate the implementation of RDE programs of the institute	2
20% 3. Encodes instructional materials, project brochures and other related materials necessary for the RDE programs	2
20% 4. Maintains the databank compilations of books and journals.	2
10% 5. Provides support services and take charge in running the operation of the department even in the absence of absence of the Director	2
10% 6. Performs other related tasks as maybe assigned from time to time	2
23. ACKNOWLEDGMENT AND ACCEPTANCE	
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.	
 <u>MIKKO ZIVLAH D. ROSELLO</u> 11/26/21 Employee's Name, Date and Signature	 <u>ROSARIO A. SALAS</u> 11/29/21 Supervisor's Name, Date and Signature