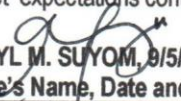
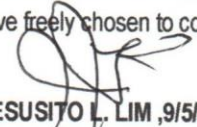


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1,		1. POSITION TITLE (as authorized by DBM) ADMINISTRATIVE AIDE III	
2. ITEM NO.: <u>VISCAR-ADA3-189-2004</u>		3. SALARY GRADE : <u>3</u>	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input type="checkbox"/> city <input checked="" 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	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY			
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
		VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P 11,914.00/no	ACA PERA P 2000.00/no
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
PROFESSOR III		PROFESSOR VI	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
(if more than seven (7) list only by their item numbers and titles) None			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
<u>computer, printer, books, etc.</u>			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors	( )	( )	General Public
Non Supervisors	( )	( )	Other Agencies
Staff	( )	(x)	Others (Please specify: Admin Offices
	( )	(x)	
18. WORKING CONDITION			
Office Work	(x)	Other/s (Please Speciy)	
Field Work	( )		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
<u>To provide instruction, research &amp; extension services</u>			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
<u>Administrative services</u>			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
<u>Completion of two years studies in College</u>			<u>CSC Sub-Pref Eligibility</u>

<b>21e. CORE COMPETENCIES</b>			<b>Competency Level</b>
1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules			1
2. <b>Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.			1
3. <b>Solving Problems and Making Decisions</b> Provides timely solutions to problems and decision 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
<b>21f. FUNCTIONAL COMPETENCIES</b>			<b>Competency Level</b>
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.			1
2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials			1
3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work			1
4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.			1
<b>21g. TECHNICAL COMPETENCIES</b>			<b>Competency Level</b>
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			<b>Competency Level</b>
<b>Percentage of Time</b>	<b>(State the duties and responsibilities here)</b>		
70	Act as Officer of the day (Frontliner), first person at the secretary's office to entertain students, clients, customers, & etc		1
10	Sort and file incoming/outgoing communications, reports and memoranda, Request for Authority to Dispose Records.		1
5	Prepare/type Travel Orders (TOs), OICs, Leave of Applications for CDOs, Forced Leave, Vacation/Sick, Arrangement Made for Classes Missed/to be Missed by Instructor/Professor (ODI Form)		1
5	Prepare /check/distribute Daily Time Record forms for Administrative, typed regular faculty monthly Certificate of Service Rendered (CSR)		1
10	Encode/type/collate /print syllabus and laboratory manuals, course outlines and examinations		1
<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>SHERYL M. SUYOM, 9/5/2018</b> Employee's Name, Date and Signature		 <b>JESUSITO L. LIM, 9/5/2018</b> Supervisor's Name, Date and Signature	