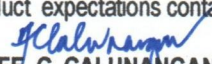
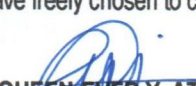


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,			1. POSITION TITLE (as authorized by DBM) Administrative Aide VI		
2. ITEM NO.:			3. SALARY GRADE : 4		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input 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					
7. DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK		
			VSU, Baybay City, Leyte		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	
				12. OTHER	
				ACA PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Supervising Administrative Officer			Director for Administration		
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					
Computer, printer, calculator, bondpaper, stapler & puncher					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
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					
Provides efficient and effective cash management system.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Prepares Report of Daily / Monthly Collection and Deposit of all Funds of the University					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. 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 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
21f. FUNCTIONAL 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 & applying innovation – Demonstrates an awareness of basic principles of innovation.		1
21g. TECHNICAL COMPETENCIES			Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Time	(State the duties and responsibilities here)		
	Prepares Report of Daily Collection and Deposit of Special Trust Fund (STF 164) Encodes Monthly Collection and Deposit of Revolving Fund (RF 161), 101 TRUST, 101 REFUND, VSU Hospital, VSU Professional Fee, Senior High School and VSU PCC Segregates and Binds Official Receipts of all Funds Segregates and Pastes Deposit Slips (Cash/Check/In Bank) of all Funds for Report Attachment Prepares Monthly Rreport of Documentary Stamp Collected Collects School and Other Fees in the Absence of the Incharge		
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.			
 FE C. CALUNANGAN Employee's Name, Date and Signature		 QUEEN EVER Y. ATUPAN Supervisor's Name, Date and Signature	