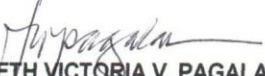
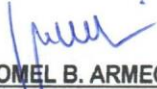
 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) Administrative Aide IV													
2. ITEM NO.: VISCAB-ADA4-135-2004		3. SALARY GRADE : 4													
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS															
<table><tr><td><input type="checkbox"/> provincial</td><td><input checked="" type="checkbox"/> 1st class</td><td><input type="checkbox"/> 5th class</td></tr><tr><td><input checked="" type="checkbox"/> city</td><td><input type="checkbox"/> 2nd class</td><td><input type="checkbox"/> 6th class</td></tr><tr><td><input type="checkbox"/> municipality</td><td><input type="checkbox"/> 3rd class</td><td><input type="checkbox"/> Special</td></tr><tr><td></td><td><input type="checkbox"/> 4th class</td><td></td></tr></table>				<input type="checkbox"/> provincial	<input checked="" type="checkbox"/> 1 st class	<input type="checkbox"/> 5 th class	<input checked="" type="checkbox"/> city	<input type="checkbox"/> 2 nd class	<input type="checkbox"/> 6 th class	<input type="checkbox"/> municipality	<input type="checkbox"/> 3 rd class	<input type="checkbox"/> Special		<input type="checkbox"/> 4 th class	
<input type="checkbox"/> provincial	<input checked="" type="checkbox"/> 1 st class	<input type="checkbox"/> 5 th class													
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<input type="checkbox"/> municipality	<input type="checkbox"/> 3 rd class	<input type="checkbox"/> Special													
	<input type="checkbox"/> 4 th class														
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE Ecological Farm and Resource Management Institute													
7. DEPARTMENT/BRANCH/DIVISION		8. WORK STATION/PLACE OF WORK VSU , Baybay City, Leyte													
9. PRES, APPROP ACT	10. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER												
		P 156,088.00/annum	ACA PERA P 24,000.00/annum												
13. POSITION TITLE OF IMMEDIATE SUPERVISOR DIRECTOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR PRESIDENT													
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED None															
16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, Printer, Photocopier															
17. CONTACTS/CLIENTS/STAKEHOLDERS															
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent										
Executive/Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>										
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>										
Non Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please specify:	<input type="checkbox"/>	<input type="checkbox"/>										
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Admin. Offices												
18. WORKING CONDITION															
Office Work	<input checked="" type="checkbox"/>	Other/s (Please Specify) Messengerial													
Field Work	<input type="checkbox"/>														
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Conducts, monitors, and promotes research and extension projects with emphasis on organic agriculture, food safety/health, and related technologies using RTD approach.															
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Clerical works and customer-friendly frontline service.															
21. QUALIFICATON STANDARDS															
21a. Education	21b. Experience	21c. Training	21d. Eligibility												
Completion of at least two years studies in college			CSC Sub-Professional												

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 clear cut 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 & applying innovation – 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 & maintains data.	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. Records Management Demonstrates basic skills and knowledge in Records Management.	
1. Receives, records, and releases documents of Eco-FARMI.	1
2. Classifies/maintains and files all pertinent documents, records, and forms of Eco-FARMI.	1
3. Prevents access of documents to unauthorized personnel.	1
4. Monitors access of records.	1
22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology.	
1. Prepares financial documents (Budget, Accounting, and Supply & Procurement) of Eco-FARMI.	1
2. Prepares personnel documents (JO appointments, workloads, application for leave, travel request, etc.).	1
3. Types communications (requests, recommendations, OIC designations, etc.) of Eco-FARMI	1
4. Prepares monthly production and sales disposal report of Seedbank C Project.	1
22c. Performs other related tasks as may be assigned from time to time by the head of office.	
1. Delivers/processes office documents when no messenger is available	1
2. Serves as stock clerk, responsible for keeping and releasing of office supplies.	1
3. Makes emergency purchase of office/project supplies.	1
22d. Maintains customer-friendly frontline service.	1
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.	
 LILIBETH VICTORIA V. PAGALAN Employee's Name, Date and Signature	 ROMEL B. ARMECIN Supervisor's Name, Date and Signature