
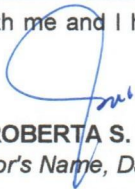


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center;">Administrative Aide II</div>	
2. ITEM NUMBER VISCAB-ADA2-135-2004		3. SALARY GRADE SG-2	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input checked="" type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
SUC/ Visayas State University (VSU)		VSU	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
Office of the Head of Records & Archives (OHRA)		VSU, Baybay City, Leyte	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
N/A		PER ANNUM P155,844.00	ACA/PERA P24,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Administrative Officer II		Chief Administrative Officer	
Head, OHRA			
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	
N/A		N/A	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
motorcycle, telephone, calculator, puncher, stapler, ballpen, janitorial cleaning supplies/equipment/tools, etc.			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Occasional	Frequent	Occasional	Frequent
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 type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Provides proper records management relative to filing, safekeeping, preservation, storage, retention and disposition of records			
Provides efficient centralized mail/communication and messengerial services to the university;			
Renders efficient records reference services to the different department, centers, units of the university and its clientele;			
Maintains/gathers archives display which showcase valuable records of the university.			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Does messengerial services			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary Graduate	N/A	N/A	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 general administrative support and clerical services in the OHRA and VSU.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
35%	Receives, sorts and delivers OP issuances/communications to different departments, centers, units and concerned faculty/staff		1
15%	Dispatches official mails to Postal Office/delivers mails from Postal Office to staff concerned		1
15%	Delivers monthly payslips/NOSI/NOSA to concerned faculty and staff		1
5%	Assists in pulling out file folders that are due and approved for disposal during records disposal		1
5%	Monitors attendance in different admin offices/units and during Flag Ceremonies and University-wide activities		1
20%	Does janitorial services		1
5%	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.			
 ALEX P. BAGARINAO 09-19-2022 Employee's Name, Date and Signature		 MARIA ROBERTA S. MIRAFLOR 09-19-2022 Supervisor's Name, Date and Signature	