1. POSITION TITLE (as approved by authorized agency) Republic of the Philippines with parenthetical title POSITION DESCRIPTION FORM **DBM-CSC Form No. 1** ADMINISTRATIVE AIDE III (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE 3 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS Province 1st Class 5th Class 2nd Class City 6th Class Municipality 3rd Class Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY OFFICE OF THE PRESIDENT 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK **PHILROOTCROPS** VSU, BAYBAY CITY, LEYTE 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION ACA/PERA P2,000.00 P642.05/day 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR ASSISTANT DIRECTOR, PHILROOTCROPS DIRECTOR, PHILROOTCROPS 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) POSITION TITLE ITEM NUMBER 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK DESKTOP COMPUTER, PRINTER 17. CONTACTS / CLIENTS / STAKEHOLDERS 17b. External 17a. Internal Occasional Frequent Frequent Occasional Executive / Managerial 1 General Public 7 1 Other Agencies Supervisors 1 Non-Supervisors Others (Please Specify): 1 Staff 18. WORKING CONDITION Office Work Other/s (Please Specify) 1 Field Work 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides support services to the assistant director/director of PhilRootcrops 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Prepares all the financial documents and personnel documents needed by the office, follow-up documents submitted, sort-out incoming communication letters and other ISO documented files as well as assigning of document numbers and other coding controls for easy locating and tracking of files. 21. QUALIFICATION STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility Career Service(Sub Completion of 2 years None Required None Required professional) studies in college

21e. Core Competencies

satisfaction

ethical as well as moral principles, values, and standards of public office

1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to

2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer

3. Communication Savy - Effectively delivers messages that simply focus on facts or information;

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First Level Eligibility

Competency Level

2

2

2

 Interpersonal relationship manand clients, and work well in a tea 	2		
Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.		2	
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender- related problems		1	
21f. Functional Competencies		Competency Level	
Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular		1	
of records in the university which	gement- Applies and adapts records management standards related to the cycle are conducted to achieve adequate and proper documentation of government e management of the university operations.	1	
3. Procurement Management- Effectively undertakes procurement planning, programming, project management, and requirement specifications to facilitate achievement of organisational or agency program of work, goals and targets. Procurement should support plans, goals and targets such that acquisitions are undertaken within the specific acceptable timetable, budget and to appropriate specifications. The approved Annual Procurement Plan authorises and guides the procurement activities of the agency for the year.		1	
Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.		1	
5. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.		1	
22. STATEMENT OF DUT	ES AND RESPONSIBILITIES (Technical Competencies)	Competency Level	
Percentage of Working	(State the duties and responsibilities here:)		
7ime 30%	Monitor incoming and outgoing materials needed for VSU projects and	1	
40%			
20%			
 Performs other function as assigned by superiors and other office staff. 		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.

JANET O RASA 12 14 12 Employee's Name, Date and Signature

MARLON M. πAMBIS
Supervisor's Name, Date and Signature