

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)			<b>1. POSITION TITLE (as approved by authorized agency)</b> <b>with parenthetical title</b>  <b>Administrative Aide III</b>		
<b>2. ITEM NUMBER</b>			<b>3. SALARY GRADE</b>		
			3		
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input 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 checked="" type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
Visayas State University					
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
General Services Division			Office of the University Registrar		
<b>9. PRESENT APPROP ACT</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	
				P566.64/ day	
				P90.90/day	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
UNIVERSITY REGISTRAR			VICE-PRESIDENT OF ACADEMIC AFFAIRS		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
(if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
Computer, Database and Microsoft Offices					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
Executive / Managerial		<input checked="" type="checkbox"/>	<input 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"/>		
<b>18. WORKING CONDITION</b>					
Office Work		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
Provision of General Services.					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Information Technology  
Support

Generate Data

## 21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
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Completion of 2 years studies in college	None required	None required	First level eligibility
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### 21e. Core Competencies

Competency Level
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Exemplifying Integrity and Professionalism
Delivering Service Excellence
Interpersonal Skills
Flexibility
Record Management
Computer Skills

Basic  
Basic  
Basic  
Basic  
Basic  
Basic

21f. Leadership Competencies
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Competency Level
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<p>Attention to Detail</p> <p>Achievement Orientation</p> <p>Communication Skills</p>
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Basic  
Basic  
Basic



## 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Competency Level
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Percentage of Working Time	(State the duties and responsibilities here:)	(Indicate the required Competency Level here)
N/A		


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.

 2/17/2021 <b>CHRISTAN MIKHAEL D. RESTOR</b> Employee's Name, Date and Signature	 <b>MARWEN A. CASTAÑEDA</b> Supervisor's Name, Date and Signature
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CHRISTAN MIKHAEEL D. RESTOR  
Employee's Name, Date and Signature

Employee's Name, Date and Signature 	Date 11/11/2019
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MARWEN A. CASTAÑEDA  
Supervisor's Name, Date and Signature

Supervisor's Name, Date and Signature