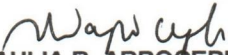



<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency)</div> <div>with parenthetical title</div> <div>ADMINISTRATIVE AIDE VI</div>																															
<div>2. ITEM NUMBER</div>		<div>3. SALARY GRADE</div> <div>SG-6</div>																															
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div><div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div><div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div></div>																																	
<div>5. DEPARTMENT, CORPORATION OR AGENCY/</div> <div>LOCAL GOVERNMENT</div> <div>VISAYAS STATE UNIVERSITY</div>		<div>6. BUREAU OR OFFICE</div>																															
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>CASH DIVISION</div>		<div>8. WORKSTATION / PLACE OF WORK</div> <div>VSU, BAYBAY CITY, LEYTE</div>																															
<div>9. PRESENT APPROP ACT</div>	<div>10. PREVIOUS APPROP ACT</div>	<div>11. SALARY AUTHORIZED</div>	<div>12. OTHER COMPENSATION</div> <div>ACA/PERA P2,000.00</div>																														
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>Supervising Admin. Officer</div>		<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>Director of Finance</div>																															
<div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <table><tr><td>POSITION TITLE</td><td>ITEM NUMBER</td></tr></table>				POSITION TITLE	ITEM NUMBER																												
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<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>Desktop computer, printer, copier, and bill counter (occasional)</div>																																	
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><tr><td>17a. Internal</td><td>Occasional</td><td>Frequent</td><td>17b. External</td><td>Occasional</td><td>Frequent</td></tr><tr><td>Executive / Managerial</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>General Public</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Other Agencies</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Others (Please Specify):</td><td></td><td></td></tr><tr><td>Staff</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td></tr></table>				17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):			Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
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Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):																														
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>																															
<div>18. WORKING CONDITION</div> <table><tr><td>Office Work</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr></table>				Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input type="checkbox"/>																							
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Field Work	<input type="checkbox"/>	<input type="checkbox"/>																															
<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>Take charge of cash, check and LDDAP-ADA Disbursement and collection of fees.</div>																																	
<div>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</div> <div>Take charge of check and LDDAP-ADA Disbursement.</div>																																	
<div>21. QUALIFICATION STANDARDS</div> <table><tr><td>21a. Education</td><td>21b. Experience</td><td>21c. Training</td><td>21d. Eligibility</td></tr><tr><td>Completion of 2 years studies in college</td><td>None Required</td><td>None Required</td><td>C S (Subprofessional)1ST Level</td></tr></table>				21a. Education	21b. Experience	21c. Training	21d. Eligibility	Completion of 2 years studies in college	None Required	None Required	C S (Subprofessional)1ST Level																						
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21e. Core Competencies		Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office		2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction		2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;		2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results		2
5. 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
1. 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
2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.		1
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives		1
4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.		1
5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
13%	1. Encodes check entries to BAUM.	1
13%	2. Generates checks for Fund 101.	1
12%	3. Records checks issued to the corresponding Bank Cash Book.	1
13%	4. Encodes check entries to ACIC dice program of LBP and BTR	1
13%	5. Encodes and generates ACIC for LBP and BTR	1
13%	6. Prepares PACS for ATM payroll of Job Orders.	
13%	7. Prepares LDDAP - ADA encoded to BAOM and generates report.	
5%	8. Prepares transmittal of checks for Manila.	
5%	9. Caters the needs of our clients with satisfaction.	1
23. ACKNOWLEDGMENT AND ACCEPTANCE:		
<p>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.</p> <div><div> DAHLIA R. ARPOCEPLE Employee's Name, Date and Signature</div><div> QUEEN-EVERY Y. ATUPAN Supervisor's Name, Date and Signature</div></div>		