

**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**

**ADMINISTRATIVE AIDE I**

**2. ITEM NUMBER**

VISCAD-ADA1-162-2004

**3. SALARY GRADE**

SG-1

**4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS**

- ☐ Province  
☒ City  
☐ Municipality

- ☐ 1st Class  
☐ 2nd Class  
☐ 3rd Class  
☐ 4th Class

- ☐ 5th Class  
☐ 6th Class  
☐ Special

**5. DEPARTMENT, CORPORATION OR AGENCY/  
LOCAL GOVERNMENT**

STATE UNIVERSITIES & COLLEGES

**6. BUREAU OR OFFICE**

VISAYAS STATE UNIVERSITY

**7. DEPARTMENT / BRANCH / DIVISION**

DEPARTMENT OF FOOD SCIENCE AND TECHNOLOGY

**8. WORKSTATION / PLACE OF WORK**

VSU, BAYBAY CITY, LEYTE

**9. PRESENT APPROP**

**10. PREVIOUS APPROP ACT**

**11. SALARY AUTHORIZED**

**12. OTHER COMPENSATION**

ACA/PERA P2,000.00

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

HEAD

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

DEAN

**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**

LABORATORY EQUIPMENTS, DESKTOP COMPUTER, PRINTER, PHOTOCOPIER

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):	admin offices	

**18. WORKING CONDITION**

Office Work  
Field Work

☒  
☒

☐  
☐

Other/s (Please Specify)

**19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION**

Provides support services to the instruction, research and extension functions of the unit.

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

Provides support services to the instruction, research, research and extension functions of the unit.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Relevant Master's degree Must be able to read & write	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED

**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 Savvy - 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
<b>21f. Functional Competencies</b>		<b>Competency Level</b>
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. Critical thinking and Problem Solving- Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment		1
4. 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
5. Waste management- Implements and ensures the effective waste segregation, collection, disposal through stakeholder's awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener		1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
Percentage of Working Time	(State the duties and responsibilities here:)	
25%	1. Facilitates the preparation of solutions, glasswares, utensils, borrower's slips and other laboratory related activities	1
25%	2. Assists faculty in laboratory classes	1
20%	3. Assists the faculty in conducting hands-on training on food processing to requesting clients	1
15%	4. Entertains clients and stakeholders and ensure that their concerns are acted to by faculty	1
10%	5. Provides laboratory related services and maintains cleanliness in the laboratory and food processing areas	1
5%	6. Performs other related tasks as maybe assigned from time to time	1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>		
<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 style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <b>ARJOHN S. BASLAN</b>  Employee's Name, Date and Signature </div> <div style="text-align: center;">   <b>LYNETTE C. CIMAFRANCA</b>  Supervisor's Name, Date and Signature </div> </div>		