
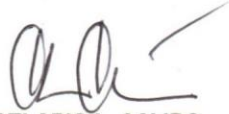
 <b>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</b>		<b>1. POSITION TITLE (as authorized by DBM)</b>  <div style="text-align: center;">ADMIN AIDE I</div>	
<b>2. ITEM NO.:</b> ADAJ-168-2004		<b>3. SALARY GRADE :</b> SG -3	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class	
		<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>		<b>6. BUREAU OR OFFICE</b>  	
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  <div style="text-align: center;">DEPARTMENT OF PURE AND APPLIED CHEMISTRY</div>		<b>8. WORKSTATION/PLACE OF WORK</b>  <div style="text-align: center;">VSU , Baybay City</div>	
<b>9. PRES, APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>  <div style="text-align: center;">₱ 119,772.00</div>	<b>12. OTHER</b>  <div style="text-align: center;">ACA/PERA</div>
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <div style="text-align: center;">Head, DoPAC</div>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <div style="text-align: center;">Dean, College of Arts &amp; Sciences</div>	
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles) None			
<b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  <div style="text-align: center;">Log book, Mower, Bolo, Mop, Brush, Soft broom, Broom stick, Dust pan/Trash can</div>			
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive/Managerial Supervisors Non Supervisors Staff	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>18. WORKING CONDITION</b>			
Office Work		<input checked="" type="checkbox"/>	Other/s (Please Specify) <u>Admin Offices</u>
Field Work		<input checked="" type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b> <div style="text-align: center;">Performs instruction functions of the department.</div>			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Elem. Graduate			
<b>21e. CORE COMPETENCIES</b>			<b>Competency Level</b>
<b>1. Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules			<div style="text-align: center;">1</div>
<b>2. Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.			<div style="text-align: center;">1</div>
<b>3. Solving Problems and Making Decisions</b> Provides timely solutions to problems and decision 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.			<div style="text-align: center;">1</div>

<b>21f. FUNCTIONAL COMPETENCIES</b>		<b>Competen cy Level</b>
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.		1
2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials		1
3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work		1
4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.		1
<b>21g. TECHNICAL COMPETENCIES</b>		<b>Competency Level</b>
		1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
Percent of Working Time	DUTIES	
95%	1. Opens and closes lec/laboratory rooms before and after classes	
	2. Maintains cleanliness and orderliness of 2 lec rooms: 5 lab rooms, students CRs & hallways.	
	3. Record and Deliver documents	
	4. Process & Follow up documents	
	5. Assists the DoPAC faculty in the installation & operation of the DLP in the absence of Admin – JO	
	6. Lawn mowing of the DoPAC surroundings	
	7. Propagates & maintains the plants	
	8. To do other jobs that maybe assigned by the Department Head & other faculty/staff	
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>		
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.		
 <b>NORBERTO M. MANAGBANAG</b> Employee's Name, Date and Signature		 <b>CANDELARIO L. CALIBO</b> Supervisor's Name, Date and Signature