

 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) ADMINISTRATIVE AIDE III			
2. ITEM NO.: ADA3-179-2004		3. SALARY GRADE: 3			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class <input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE DEPARTMENT OF PEST MANAGEMENT			
7. DEPARTMENT/BRANCH/DIVISION DEPARTMENT OF PEST MANAGEMENT		8. WORKSTATION/PLACE OF WORK VSU , Baybay			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Professor 3		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Professor 6			
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, calculator					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	()	()	General Public	()	(x)
Non Supervisors	()	()	Other Agencies	()	(x)
Staff	(x)	(x)	Others (Please specify: Stall owners	()	(x)
18. WORKING CONDITION					
Office Work		(x)	Other/s (Please Specify)		
Field Work		(x)			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides education, research and extension in Pest Management.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Drives DPM/VSU Vehicles and follows up papers/documents..					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
Elementary School Graduate	1 year	None required	Driver's license		
21e. CORE COMPETENCIES					Competency Level
1. Exemplifying Integrity					1

Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions 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.	1
21f. ORGANIZATIONAL COMPETENCIES	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1
6. Managing information - Collects, organizes & maintain data.	1
21g. TECHNICAL COMPETENCIES	Competency Level
Provides support to the Department faculty and staff.	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
1. Drives & do minor repairs of DPM Jeep. 2. Do messengerial work. 3. Maintains cleanliness of DPM Faculty Room and Comfort Room	
23. ACKNOWLEDGMENT AND ACCEPTANCE	
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.	
 MICHAEL V. MANAGBANAG Employee's Name, Date and Signature	 JESUSITO L. LIM Supervisor's Name, Date and Signature