

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 III

2. ITEM NUMBER

LS

3. SALARY GRADE

3

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 UNIVERSITY & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

ACCOUNTING OFFICE

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

P693.86/day

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

HEAD, ACCOUNTING OFFICE

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VPAF

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

DESKTOP COMPUTER, PRINTER/SCANNER, INK PEN/MARKER, RULER, STAPLER, BONDPAPER, SCISSOR

17. CONTACTS / CLIENTS / STAKEHOLDERS

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

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 Accounting Office

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

Pre-Audit Payments, Purchase Orders, Cash Advance and Replenishment of Goods and Services, Assist in Pre- Audit of Travel and payroll, Post Cash Advance, Replenishment and Liquidation of clients in Ledger, Prepare certifications for no unliquidated Cash Advance, Journalize voucher of goods and services and travel, Monitor Partial Payments and Warranty of Goods and Services and Transmit Liquidation Reports to Bookkeeping Section

21. QUALIFICATION STANDARDS

| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
|---|--|---------------|------------------|
| Completion of 2 years studies in BS Accounting or any related field | None Required but preferably with experience in Accounting/ Bookkeeping & related Services | 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 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. Accounting Management- Manages the processing of financial transactions according to COA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances, petty cash, and other personnel cash emoluments, and receives collectibles/ payments in accordance with relevant rules and regulations. | 1 |
| 4. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards. | 1 |
| 5. 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 |

| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | Competency Level | | | | | | | | | | |
|---|---|---|-----|---|-----|---|-----|--|----|--|---|
| <table> <tr> <th>Percentage of Working Time</th><th>(State the duties and responsibilities here:)</th></tr> <tr> <td>50%</td><td>1. Pre-Audit payment and PO of goods and services and assist pre- audit of payrolls and travel.</td></tr> <tr> <td>25%</td><td>2. Post cash advance, replenishment and liquidation in ledger and prepare certifications for no unliquidate Cash Advance.</td></tr> <tr> <td>25%</td><td>3. Journalize voucher of travel, goods and sevicees and monitor partial payments and warranty of goods and services.</td></tr> <tr> <td>5%</td><td>4. Transmit liquidation report to bookkeeping section.</td></tr> </table> | Percentage of Working Time | (State the duties and responsibilities here:) | 50% | 1. Pre-Audit payment and PO of goods and services and assist pre- audit of payrolls and travel. | 25% | 2. Post cash advance, replenishment and liquidation in ledger and prepare certifications for no unliquidate Cash Advance. | 25% | 3. Journalize voucher of travel, goods and sevicees and monitor partial payments and warranty of goods and services. | 5% | 4. Transmit liquidation report to bookkeeping section. | <div>1</div> <div>1</div> <div>1</div> <div>1</div> |
| Percentage of Working Time | (State the duties and responsibilities here:) | | | | | | | | | | |
| 50% | 1. Pre-Audit payment and PO of goods and services and assist pre- audit of payrolls and travel. | | | | | | | | | | |
| 25% | 2. Post cash advance, replenishment and liquidation in ledger and prepare certifications for no unliquidate Cash Advance. | | | | | | | | | | |
| 25% | 3. Journalize voucher of travel, goods and sevicees and monitor partial payments and warranty of goods and services. | | | | | | | | | | |
| 5% | 4. Transmit liquidation report to bookkeeping section. | | | | | | | | | | |

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.


RICKY DANN M. FERNANDEZ
 Employee's Name, Date and Signature


NICK FREDDY R. BELLO
 Supervisor's Name, Date and Signature