

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency)</b> <b>with parenthetical title</b>			
		<b>ADMINISTRATIVE AIDE III</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
ADA 3 - 191-2004		3 - 1			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province  <input checked="" type="checkbox"/> City  <input type="checkbox"/> Municipality         </div> <div> <input type="checkbox"/> 1st Class  <input type="checkbox"/> 2nd Class  <input type="checkbox"/> 3rd Class  <input type="checkbox"/> 4th Class         </div> <div> <input type="checkbox"/> 5th Class  <input checked="" type="checkbox"/> 6th Class  <input type="checkbox"/> Special         </div> </div>					
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>			
VISAYAS STATE UNIVERSITY					
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
ACCOUNTING OFFICE		VSU, BAYBAY CITY			
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
ACCOUNTANT IV		CHIEF ADMINISTRATIVE OFFICER			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
(if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE		ITEM NUMBER			
None					
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
CALCULATOR, COMPUTER AND BALLPEN					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
				<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
<b>18. WORKING CONDITION</b>					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					

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

Pre Audit travels, payrolls, telephone payments, lodging and food payments, honorarium, and other vouchers in the University.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years in college	None required	None required	CS (Sub-Prof) 1st level elig.


21e. CORE COMPETENCIES	Competency Level
Exemplifying Integrity and professionalism	Basic
Delivering Service Excellence	Basic
Interpersonal Skills	Basic
Flexibility	Basic
Records Mangement	Basic
Computer Skills	Basic
21f. Functional Competency	Competency Level
Attention to Detail	Basic
Achievement Orientation	Basic
Communication Skills	Basic
Writing Skills	Basic
Presentation Skills	Basic
Influencing and building relationships	Basic

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here.)	(Indicate the required Competency Level here)
80%	Pre audit travels, payrolls, honorarium, lodging and foods payment, telephone payments and other vouchers from different offices.	Basic
10%	Follow up unliquidated Cash Advance of travel and payment of refundables through IP and notices sent to concern faculty/staff.	Basic
10%	Prepare and submit vouchers to Bookkeeping.	Basic

**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.

  
**LUCILYN LIONG TABROSA**  
Employee's Name, Date and Signature

  
**ERLINDA S. ESGUERRA**  
Supervisor's Name, Date and Signature