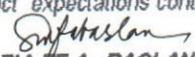



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1,		1. POSITION TITLE (as authorized by DBM) ADMINISTRATIVE AIDE IV	
2. ITEM NO.: VISCAB-ADA4-136-2004		3. SALARY GRADE : 4	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1st class <input type="checkbox"/> 2nd class <input type="checkbox"/> 3rd class <input type="checkbox"/> 4th class	
<input type="checkbox"/> 5th class <input type="checkbox"/> 6th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		VSU, Baybay City, Leyte	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
Accounting Office		VSU, Baybay	
9. PRES. APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P 13,729.00	ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head Accounting Office		Director, Finance Office	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
None			
16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, Printer, Calculator, Ballpen, Pencil, Ruler, Stapler			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors	(x)	()	General Public
Non Supervisors	(x)	()	Other Agencies
Staff	()	(x)	Others (Please specify: Admin Offices)
	()	(x)	
18. WORKING CONDITION			
Office Work	(x)	Other/s (Please Speciy)	
Field Work	()		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Processing financial documents in the university			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Prepares voucher for refund and withdrawal of students/ & Post salaries/benefits of all part-time instructors...			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 yrs. in college	1 year of relevant experience	4-hrs. of relevant training	Promotion

21e. CORE COMPETENCIES			Competency Level
1.	Exemplifying Integrity and Professionalism		2
2.	Delivering Service Excellence		2
3.	Communication Savvy		2
4.	Interpersonal relationship management		2
5.	Change Adaptation		2
6.	Gender-responsive management		1
21f. FUNCTIONAL COMPETENCIES			Competency Level
1.	Administrative Services Management		1
2.	Accounting Management		1
3.	Documents and Records Management		1
21g. TECHNICAL COMPETENCIES			Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
1.	✓ Prepares certification for all types of loans and premiums of GSIS/Pag-ibig/Philhealth/Private banks and net pay of employees.		1
3.	✓ Prepares voucher for refund and withdrawal of students in all types of scholarship.		1
4.	✓ Prepares voucher for refund of faculty and staff employees (GSIS/Pag-ibig & Private banks)		1
5.	✓ Prepares certification/communications as to the last salary received of employees (benefits received)		1
6.	✓ Posts salaries/benefits of all part-time instructors in the university.		1
7.	✓ Xerox/photocopies the of Philhealth, GSIS, Pag-ibig remittances (all official receipts/doc. for accounting file).		1
XXXXXXXXXX			
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.			
 MARIA FE A. BASLAN 9/11/19 Employee's Name, Date and Signature		 ERLINDA S. ESGUERRA Supervisor's Name, Date and Signature	