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|--|-------------------------------------|--|-------------------------------|--------------------------|-------------------------------------|
| 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 | | 3. SALARY GRADE | | | |
| | | SG-3 | | | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS | | | | | |
| <input type="checkbox"/> Province <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 | | | | | |
| 7. DEPARTMENT / BRANCH / DIVISION | | 8. WORKSTATION / PLACE OF WORK | | | |
| ACCOUNTING OFFICE | | VSU, Visca, Baybay City | | | |
| 9. PRESENT APPROP ACT | 10. PREVIOUS APPROP ACT | 11. SALARY AUTHORIZED | 12. OTHER COMPENSATION | | |
| | | | ACA PERA P24,000/annum | | |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | | | |
| ACCOUNTANT IV | | DIRECTOR OF FINANCE | | | |
| 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 | | | |
| NONE | | NONE | | | |
| 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK | | | | | |
| COMPUTER, PRINTER, CALCULATORS, LEDGERS, PEN AND PENCIL | | | | | |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS | | | | | |
| 17a. Internal | | Occasional | Frequent | 17b. External | |
| | | | | Occasional | Frequent |
| Executive / Managerial Supervisors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | General Public | <input type="checkbox"/> |
| Non-Supervisors | <input type="checkbox"/> | <input type="checkbox"/> | | Other Agencies | <input checked="" type="checkbox"/> |
| Staff | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | Others (Please Specify): | Admin. Offices |
| 18. WORKING CONDITION | | | | | |
| Office Work | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other/s (Please Specify) | | |
| Field Work | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION | | | | | |
| To control and monitor releases of DBM and research projects funded by other agencies. | | | | | |

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

Prepares financial Reports and posts transaction under Fund 161.

21. QUALIFICATION STANDARDS

| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
|--|-----------------|---------------|----------------------|
| Completion of 2 yrs. Studies in College | None Required | None Required | CS Sub. Professional |

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 Competencies**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) |
|-------------------------------|--|--|
| 5% | Records transactions under Fund 161. | Basic |
| 10% | Post entries to General ledgers and special journals. | Basic |
| 35% | Prepares and generates report under fund 161. | Basic |
| 15% | Post & Computes depreciation of equipment for all funds (101, 101T-164 & 161). | Basic |
| 25% | Posts income and expenses of projects to subsidiary ledgers. | Basic |
| 10% | Prepares schedules of Account Receivables, Cash Advances & Other receivables. | 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.


JHONAVEL R. CASTIL
Employee's Name, Date and Signature


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