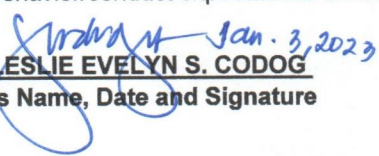



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <div style="text-align: center; font-weight: bold;">ADMINISTRATIVE AIDE IV</div>	
<b>2. ITEM NUMBER</b>  <div style="text-align: center; font-weight: bold;">ADA4-134-2004</div>		<b>3. SALARY GRADE</b>  <div style="text-align: center; font-weight: bold;">4</div>	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<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			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>		<b>6. BUREAU OR OFFICE</b>  <div style="text-align: center;">OFFICE OF THE PRESIDENT</div>	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  <div style="text-align: center;">UNIVERSITY REGISTRAR</div>		<b>8. WORKSTATION / PLACE OF WORK</b>  <div style="text-align: center;">VSU, BAYBAY CITY, LEYTE</div>	
<b>9. PRESENT APPROP ACT</b>  <div style="text-align: center;">N/A</div>	<b>10. PREVIOUS APPROP ACT</b>  <div style="text-align: center;">N/A</div>	<b>11. SALARY AUTHORIZED</b>  <div style="text-align: center;">P15,586</div>	<b>12. OTHER COMPENSATION</b>  <div style="text-align: center;">ACA/PERA P2,000.00</div>
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <div style="text-align: center;">UNIVERSITY REGISTRAR</div>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <div style="text-align: center;">VICE PRESIDENT FOR ACADEMIC AFFAIRS</div>	
<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	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> <div style="text-align: center;">DESKTOP COMPUTER, PRINTER,</div>			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
17a. Internal	Occasional	Frequent	17b. External
Occasional	Frequent	Occasional	Frequent
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Staff	<input 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> <div style="text-align: center;">Provides support services to the University Registrar</div>			



<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
Clerical works			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Completion of 2 years studies in college	None Required	None Required	Career Service (Subprofessional) First Level Eligibility
<b>21e. Core Competencies</b>			<b>Competency Level</b>
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
<b>21f. Functional Competencies</b>			<b>Competency Level</b>
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. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.			1
4. 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
5. 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. Level-1			1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			<b>Competency Level</b>
<b>Percentage of Working Time</b>	<b>(State the duties and responsibilities here:)</b>		
25%	1. Perform the functions of he Document and Records Controller (DRC) within the assigned Unit a. reviewing, issuing, maintaining, retrieving and controlling b. assigning of document numbers and other coding controls for document in coordination with the DRC c. coordinate with and inform relevant personnel on any changes		1
10%	2. Oversees and check if the functions of the Ddrc and alternate DdrcS belonging to the college/office/unit managed by the supervisor have been effectively		1
10%	3. Ensure that there is good coordination between the University Document and Record Controller and the alternate dDRCs in all concerns related to document and records control		1
5%	4. Attend regular meetings called upon by the University DRC to monitor and/or assess status of managing documented information		1
5%	5. Assist during student's registration		1
10%	6. Types communication correspondence and reports.		1
20%	7. Receives and records incoming and out-going communications		1
15%	8. Performs other duties assigned from time to time by supervisor and senior administrators		1
100%			
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>			
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.			
 <b>JANNET LESLIE EVELYN S. CODOG</b> Employee's Name, Date and Signature		 <b>MARWEN A. CASTAÑEDA</b> 2/1/2023 Supervisor's Name, Date and Signature	