

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  <div style="text-align: center; font-weight: bold;">ADMINISTRATIVE AIDE III (CLERK III) <i>an</i></div>		
2. ITEM NUMBER  <div style="text-align: center;">VISCAB-ADA3-213-2004</div>			3. SALARY GRADE  <div style="text-align: center;">3</div>		
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 checked="" type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY			COLLEGE OF MANAGEMENT AND ECONOMICS		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
<i>NA</i>		<i>NA</i>		P667.18/ day	
				ACA PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
DEPARTMENT HEAD			COLLEGE DEAN		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
COMPUTER, PRINTER, CALCULATOR, SCISSORS, PEN AND PENCIL					
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 checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Prepare, coordinate, facilitate and perform all office and administrative documents and activities.					



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

Prepare, coordinate, facilitate and perform all office and administrative documents and activities.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	cs Sub. Professional

**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 | 1 |
| 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction   | 1 |
| 3. Communication Savy - Effectively delivers messages that simply focus on facts or information;   | 1 |
| 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results                           | 1 |
| 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.                          | 1 |
| 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues   | 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. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives   | 1 |
| 4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction. | 1 |
| 5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.  | 1 |

**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)****Competency Level**

Percentage of Working Time	(State the duties and responsibilities here:)	
25%	1. Prepare all financial and personnel documents (cash advance, reimbursement/replenishment, liquidation, vouchers, payrolls, DTR Printing, travel documents).	1
25%	2. Coordinate office and administrative activities (storing, retrieving, integrating information);	1
25%	3. Facilitate faculty members' documents related to instruction, research and extension;	1
20%	4. Perform the functions as Deputy Document and Records Controller (DDRC) within the unit assigned;	1
5%	5. Performs functions as assigned by superiors.	1

**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

  
**HANNAH MAE E. QUIMBO**

Supervisor's Name, Date and Signature