
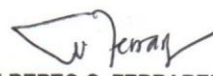


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) Administrative Aide III			
2. ITEM NO.: VISCAB-ADA3-188-2004		3. SALARY GRADE : 3			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class		<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY			Office of the Vice President for Planning, Resource Generation & External Affairs		
7. DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK		
			VSU , Baybay		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	
				P 11,914.00/mo	
				12. OTHER	
				ACA PERA P 2,000/mo	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
VP for Planning, Resource Generation & External Affairs			President		
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED					
None					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Computer, Printer, Photocopier					
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					
Spearheads the Planning and resource generation of the university.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Collect and consolidate data of the university. And prepare report that will be requested by other agencies.					
21. QUALIFICATON STANDARDS					
21a. Education		21b. Experience		21c. Training	
BS Statistics with 6 masteral units				21d. Eligibility	
				Career Service Professional Eligibility	

21e. CORE COMPETENCIES		Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules		1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.		1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.		1
21f. FUNCTIONAL COMPETENCIES		Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.		1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials		1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work		1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.		1
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.		1
6. Managing information – Collects, organizes & maintain data.		1
21g. TECHNICAL COMPETENCIES		Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Time	(State the duties and responsibilities here)	
	22a. Records Management Demonstrates basic skills and knowledge in Records Management 1. Receives, records, and releases documents of OVPPRGEA. 2. Maintains all pertinent documents, records, and forms of OVPPRGEA. 3. Prevents access of documents to unauthorized personnel. 4. Monitors access of records.	1 1 1 1 1
	22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology. 1. Collects and consolidates university data and information. 2. Prepares and submits data required regularly by CHED, DBM, and other line agencies. 3. Collects data and updates statistical reports on Faculty and Student Profile. 4. Collects documents for accreditation purposes and for planning activities.	1 1 1 1
	22c. Perform other related tasks as may be assigned from time to time	1
	22d. Customer-friendly frontline service	1
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.		
 JANSEL JOY C. VILLAS, 09/03/2018 Employee's Name, Date and Signature		 DILBERTO O. FERRAREN, 0903/2018 Supervisor's Name, Date and Signature