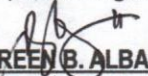
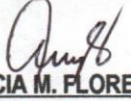
 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) ADMINISTRATIVE AIDE III			
2. ITEM NO.: <u>VISAB-ADA3-187-2004</u>		3. SALARY GRADE: <u>3</u>			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input 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 VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE 			
7. DEPARTMENT/BRANCH/DIVISION Procurement Services Management Office		8. WORKSTATION/PLACE OF WORK VSU , Baybay City			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER		
VP for Administration and Finance		P 130, 596.00/per annum.			
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, Supply, Procurement & Property Management Office		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR VP for Administration and Finance			
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, Printer, Calculator					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	(x)	()	General Public	()	(x)
Supervisors	(x)	()	Other Agencies	()	(x)
Non Supervisors	()	(x)	Others (Please specify:	()	(x)
Staff	()	(x)	<u>Admin Offices</u>		
18. WORKING CONDITION					
Office Work		(x)	Other/s (Please Specify)		
Field Work		()			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Procurement of supply, materials and equipment's for different departments/centres/offices of the university.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Prepares Purchase Orders, Vouchers and other supporting documents. Evaluates specifications of items in Purchase Requests of all departments/offices/centres of the university.					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
Completion of 2 years studies in college	None required	None required	CSSP 1 st Level		

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 clear cut 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. ORGANIZATIONAL 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
Provides support and clerical services in the management and supervision of Procurement Services of the University.	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. Records Management Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.	
1. Prepares supporting documents for Procurement of S/M/E for sealed canvass. <ul style="list-style-type: none"> • Purchase Order • Budget Utilization Request & Status (BURS) / Obligation Request and Status (ORS) 	1
2. Prepares Voucher and other supporting documents for Alternative Method of Procurement. <ul style="list-style-type: none"> • Acknowledgement Receipt • Disbursement Voucher • 2307 & 2306 	1
3. Evaluate specifications of items in the Purchase Request of different offices/departments/centres.	1
22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.	
22b 1. Encodes and print of Purchase Order, BURS/ORS, Disbursement Voucher, Acknowledgement Receipt and VAT 2307 & 2306 and prepares other documents needed by higher office.	1
22c. Perform other related tasks as may be assigned from time to time 22c 1. Prepares Purchase Request, Trip Tickets, and other related documents needed by higher offices.	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.	
 DOREEN B. ALBA Employee's Name, Date and Signature	 ALICIA M. FLORES Supervisor's Name, Date and Signature