



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 I				
2. ITEM NUMBER			3. SALARY GRADE				
ADA1-5-2016			SG-1				
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				
STATE UNIVERSITY AND COLLEGES (SUC)			VISAYAS STATE UNIVERSITY				
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK				
COLLEGE OF ENGINEERING			VISAYAS STATE UNIVERSITY				
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED		12. OTHER			
		126,120.00		ACA PERA			
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR				
VICE PRESIDENT FOR ADMINISTRATION & FINANCE			AGENCY PRESIDENT				
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				
Administrative Aide I			ADAI-5-2016				
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK							
Copier, Binding Machine, Telephone, Calculator, Ballpen, Stapler, Puncher							
17. CONTACTS / CLIENTS / STAKEHOLDERS							
17a. Internal		Occasional	Frequent	17b. External		Occasional	Frequent
Executive / Managerial Supervisors		<input type="checkbox"/>	<input type="checkbox"/>	General Public		<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):			
18. WORKING CONDITION							
Office Work		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)			
Field Work		<input type="checkbox"/>	<input type="checkbox"/>	Cleaning of assigned Offices in Admin. Building			

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
The office supervises and coordinates activities and programs related to the management, maintenance, development and utilization of the human, physical and financial resources of the University both in the Main and the external campuses.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Takes charge in the performance of all administrative aide works,claiming of all assigned offices.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. 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 decisions 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 porcess.			1
21f. Leadership Competencies			Competency Level
(Indicate the required Leadership Competencies here)			(Indicate the required Competency Level here)
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
40%	Supervises staff in the performance of assigned task;		1
25%	Prepares simple communications and minutes of the meeting		
15%	Takes charge in the procurement of supplies, preparation of travels and other documents including claims for unforeseen activities;		
20%	Performs other functions that maybe assigned from time to time		
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.			
 ARTURO B. ALBA JR. Employee's Name, Date and Signature		 REMBERTO A. PATINDOL Supervisor's Name, Date and Signature	