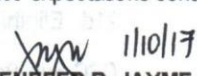
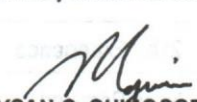
 <b>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</b>		<b>1. POSITION TITLE (as authorized by DBM)</b>  <b>ADMINISTRATIVE AIDE III</b>			
<b>2. ITEM NO.:</b> ADA3-190-2004		<b>3. SALARY GRADE :</b> 3			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>					
<div><div><input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality</div><div><input type="checkbox"/> 1<sup>st</sup> class <input type="checkbox"/> 2<sup>nd</sup> class <input type="checkbox"/> 3<sup>rd</sup> class <input type="checkbox"/> 4<sup>th</sup> class</div><div><input type="checkbox"/> 5<sup>th</sup> class <input type="checkbox"/> 6<sup>th</sup> class <input type="checkbox"/> Special</div></div>					
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>  LEGAL OFFICE			
<b>7. DEPARTMENT/BRANCH/DIVISION</b>		<b>8. WORKSTATION/PLACE OF WORK</b>  VSU , Baybay			
<b>9. PRES, APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER</b>  ACA PERA		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  ATTORNEY IV		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  SUC PRESIDENT			
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles) None					
<b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  Computer, Printer, Calculator, Scanner, Copier,					
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive/Managerial	( x )	( )	General Public	( )	( x )
Supervisors	( )	( )	Other Agencies	( x )	( )
Non Supervisors	( x )	( x )	Others (Please specify:	( )	( x )
Staff	( x )	( x )	Admin Offices		
<b>18. WORKING CONDITION</b>					
Office Work		( x )	Other/s (Please Speciy)		
Field Work		( )			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  Provide legal services , Land Management ad Monitoring to the University					
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  Provides clerical works and prepares documents for legal action of the University Legal Officer					
<b>21. QUALIFICATON 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	CSC Sub-Prof		



<b>21e. CORE COMPETENCIES</b>	<b>Competency Level</b>
1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. <b>Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. <b>Solving Problems and Making Decisions</b> 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
<b>21f. ORGANIZATIONAL COMPETENCIES</b>	<b>Competency Level</b>
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.	1
5. <b>Planning &amp; Delivering</b> – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1
6. <b>Managing information</b> - Collects, organizes & maintain data.	1
<b>21g. TECHNICAL COMPETENCIES</b>	<b>Competency Level</b>
Provides support and clerical services for Legal Office	1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	<b>Competency Level</b>
<b>22a. Records Management</b> <b>Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.</b>	
1. Provides frontline services by answering queries and request from students and other units.	1
2. Prepares legal documents (MOAs, affidavits, contracts, etc.) and facilitate its notarization;	1
3. Takes charge of legal records of cases and other documents;	1
4. Records documents in three sets of notarial books and affixing/checking each documents as to dates, valid IDs, notarial register no. , etc.	1
5. Files/binds case records and other legal documents;	1
6. Receives/releases communications, comments, affidavits and other legal documents.	
<b>22b. Information Technology.</b> <b>Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.</b>	
22b 1. Drafts MOA, Affidavits, contracts, notices and other documents needed by the Legal Officer.	1
<b>22c. Perform other related tasks as may be assigned from time to time</b>	
22c . 1. Follow-up documents for the office	1
2. Prepares notices of a meeting	
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>	
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.	
 <b>JENEFER B. JAYME</b> Employee's Name, Date and Signature	 <b>RYSAN C. GUINOCOR</b> Supervisor's Name, Date and Signature