



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

1

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

- ☐ Province
☒ City
☐ Municipality

- ☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

- ☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

NCRC-Visayas

7. DEPARTMENT / BRANCH / DIVISION

NCRC-Visayas

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

N/A

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

P13,000 .00

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Director, NCRC-V

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director for Research, VSU

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

POSITION TITLE (N/A)

ITEM NUMBER (N/A)

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

Hammer, welding machine, chainsaw, grasscutter

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial
Supervisors
Non-Supervisors
Staff

☐
☐
☐
☐

☒
☒
☒
☒

General Public
Other Agencies
Others (Please Specify):

☐
☐

☒
☒

18. WORKING CONDITION

Office Work
Field Work

☐
☒

☒
☐

Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Conduct Research and Extension Activities on Coconut Technologies in the Visayas.

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

Provides support services to the Instruction, Research and extension functions of the unit.

21. QUALIFICATION STANDARDS

21a. Education

21b. Experience

21c. Training


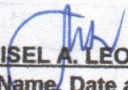
21d. Eligibility

Elementary graduate

None Required

None Required

None Required

		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		
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. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment		1
4. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.		1
5. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		
Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
60%	1. Does fabrication, carpentry, and masonry works for the R&D activities of NCRC-V	1
15%	2. Supports the in-charge of the Center's engineering section	1
10%	3. Operates chainsaw for cutting & slicing coco lumber for the project and the Center	1
5%	4. Drives the hauler jeep inside the campus	1
5%	5. Operates other tools and equipment in the engineering section of the Center	1
5%	6. Does other activities related to the project and assigned by supervisors	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.		
 LEODEL S. IGOT Employee's Name, Date and Signature		 MARISEL A. LEORNA Supervisor's Name, Date and Signature