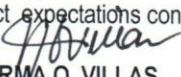
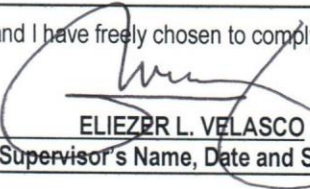
 <b>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</b>		<b>1. POSITION TITLE (as authorized by DBM)</b>  <b>ADMINISTRATIVE AIDE VI</b>			
<b>2. ITEM NO.:</b> <u>VISCAB-ADA6-86-2004</u>		<b>3. SALARY GRADE :</b> 3			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>					
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<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 <input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>  			
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  REGISTRAR'S OFFICE		<b>8. WORKSTATION/PLACE OF WORK</b>  VSU , Baybay, City, Leyte			
<b>9. PRES, APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>  P160,536.00/Annum	<b>12. OTHER</b>  ACA PERA		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Head, Registrar's Office		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  Vice President for Instruction			
<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, log book, ballpen					
<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 Supervisors	( x )	( )	General Public	( )	( x )
Non Supervisors	( )	( x )	Other Agencies	( x )	( )
Staff	( x )	( )	Others (Please specify: <u>Admin Offices</u> )	( )	( x )
<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>  Incharge of scheduling of classes, issuance of grades, official transcript of records and upkeeping of students records. It also coordinates and control activities involving student registration, transfer and graduation. It is primarily responsible for the maintenance and safekeeping of students' records.					
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  Clerical/administrative work.					
<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	Career Service Sub-Prof. Eligibility		



21e. CORE COMPETENCIES		Competency Level
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
21f. ORGANIZATIONAL COMPETENCIES		Competency Level
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
21g. TECHNICAL COMPETENCIES		Competency Level
Provides support and clerical services for Mechanical Eng'g faculty and staff.		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 draft communications and other documents for and in behalf of the department head.		1
2. Receives, controls and releases records and office documents such as purchase requests, travel vouchers, trip tickets, and other documents.		1
3. Maintains office records by sorting, binding and filling the same for efficient reference, search and retrieval.		1
4. Prepares transmittal list of communication documents for records purposes.		1
5. Provides frontline services by answering queries and request from students and other clients.		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 instructional materials, reproduces test questions, handouts and syllabi.		1
22c. Perform other related tasks as may be assigned from time to time		
22c 1 Follow up documents for the department		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.		
 NORMA O. VILLAS Employee's Name, Date and Signature		 ELIEZER L. VELASCO Supervisor's Name, Date and Signature