## Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1

## 1. POSITION TITLE (as approved by authorized agency) with parenthetical title

DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)		ADMINISTRATIVE AIDE III			
2. ITEM NUMBER			3. SALARY GRADE		
			Affect to ebace to the factors of th	3	
4. FOR LOCAL GOVERNME	ENT POSITION, E	NUMERATE G	OVERNMENTAL UNIT A	ND CLASS	
☑ City ☐ 2nd ☐ 3nd ☐ 3n			t Class		
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY			NARC NARC		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
NARC			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT			11. SALARY AUTHORIZED 12. OTHER COMPENSATIO		
13. POSITION TITLE OF IMI	MEDIATE SUBER	VICAR	P13,572.02	ACA/PERA	
ic. I comon mile or mil	WEDIATE SOFER	VISOR	14. POSITION TITLE O	F NEXT HIGHER SUP	ERVISOR
DIRECTOR			DIRECTOR		
15. POSITION TITLE, AND I	TEM OF THOSE	DIRECTLY SU	PERVISED		
POSIT	(if more than se	ven (7) list only	y by their item numbers an		NON to specie
		CED DECLU A	ITEM NUMBER RLY IN PERFORMANCE OF WORK		
IO. MACHINE, EQUIPMENT	DESKTOP	COMPUTER	PRINTER, PHOTOCOPIE	OF WORK	
17. CONTACTS / CLIENTS /			11		
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial		HELD TO THE STATE OF	General Public		
Supervisors			Other Agencies	e productive Duty	
Non-Supervisors Staff			Others (Please Specify):	State Total State (1)	
18. WORKING CONDITION					
Office Work	V		Other/s (Please Specify)		
Field Work			destructor acciones sobe		
19. BRIEF DESCRIPTION O	F THE GENERAL	FUNCTION O	F THE UNIT OR SECTION	N	
	Provides support s	ervices to the	nstruction, Research and	extension.	

	es support services to the Instruction.	Research and extension functions	s of the unit.
21. QUALIFICATION STA		, resource and sections remains	o or the ant.
21a. Education	21b. Experience	21c. Training	21d. Eligibility
	21b. Experience	21c. Hailing	210. Enginity
Completion of 2 years studies in college	None Required	None Required	
21e. Core Competer	Competency Level		
. Exemplifying Integrity and Pro	fessionalism - demonstrates high standards	of professional behaviour, adhering to	2
ethical as well as moral principle	es, values, and standards of public office		2
<ol> <li>Delivering Service Excellence satisfaction</li> </ol>	2		
3. Communication Savy - Effecti	2		
4. Interpersonal relationship ma	nagement - Effectively communicates and in	teracts with colleagues, customers	^
and clients, and work well in a te	eam to achieve results	theid by G	2
5. Change Adaptation - Works	2		
behaviour and style appropriatel	2		
	empowerment to address gender-	1	
related problems			
21f. Functional Com	petencies		Competency Level
	gement- Develops programs and projects, ar	nd mobilizes and manages resources,	n/a
	er to fully achieve the set objectives and targ	경기 (1) 그 1 12 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	
the different offices/colleges/dep			
<ol><li>Documents and Records Man</li></ol>	1		
of records in the university which			
policies, transactions and effecti	ve management of the university operations.		
3. Critical Thinking and Problem	Solving - Analyzes, computes, and interprets	s results by applying appropriate	1
strategies and methodology to a			
4. Use of Information and Comm	nunications Technology (ICT)- Implements th	e effective identification, selection,	1
			1
acquisition, development, utiliza	tion, and protection of technologies. In accord	dance with the mandate of the unit,	1
acquisition, development, utiliza		dance with the mandate of the unit,	Alcohol Programme
acquisition, development, utiliza that will result to efficient and ef	tion, and protection of technologies. In accord	dance with the mandate of the unit, nsiveness to the needs of stakeholder.	1 Alconomic 1
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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.

CIELO E SEÑARA Employee's Name Date and Signature ROBELYN T. PIAMONTE Supervisor's Name, Date and Signature