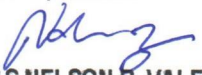



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) Administrative Aide V	
2. ITEM NO.:		3. SALARY GRADE :	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	
<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		VSU, Baybay City, Leyte	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
Physical Plant Office		VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P	ACA PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, BHM		Director, PPO	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
none			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Brush, Spray Gun, Roller, Spachola			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	()	()	General Public
Supervisors	()	()	Other Agencies
Non Supervisors	()	()	Others (Please specify:
Staff	(X)	(x)	Admin Offices
18. WORKING CONDITION			
Office Work	()	Other/s (Please Specify)	
Field Work	(x)		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Repair and Maintenance of Buildings, VSU			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Repair Survey and Inspection of the Building, VSU.			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
High School Graduate	10 year of relevant experience		

21e. CORE COMPETENCIES	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	2
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction	2
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;	2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, work well in a team to achieve results	2
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behavior 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	
21f. FUNCTIONAL COMPETENCIES	Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) (Competency Level
30% 1. Painting, Office Table, Cabinet, Chairs, Room, Building, VSU Facilities	2
20% 2. Survey and Inspection of the VSU Building	2
30% 3. Repair and Maintenance of Offices and Classrooms Buildings, VSU	2
10% 4. Assist the supervisor to prepare of plans	2
10% 5. Performs other related tasks as maybe assigned from time to time	2
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.	
 NICOLAS NELSON R. VALENZONA Employee's Name, Date and Signature	 MARLON G. BURLAS Supervisor's Name, Date and Signature