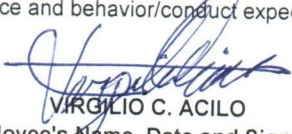



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title ADMINISTRATIVE AIDE III	
2. ITEM NUMBER		3. SALARY GRADE	
N/A		SG -3	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input checked="" type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
STATE UNIVERSITY AND COLLEGES (SUC)		VISAYAS STATE UNIVERSITY	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
RECORDS AND ARCHIVES OFFICE		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
N/A		PER ANNUM P 143,359.92	ACA/PERA P24,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
ADMINISTRATIVE OFFICER II		CHIEF ADMINISTRATIVE OFFICER	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
(if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
N/A		N/A	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Desktop Computer, Printer, Scanner, Photocopier, Binding Machine, Stapler, Ballpen, CPU, AVR, Telephone			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Provides proper records management relative to filing, safekeeping, preservation, storage, retention and disposition of valueless records			
Provides efficient centralized mail/communication and messengerial services to the University			
Renders efficient records reference services to the different department, centers, units of the University and its clientele			
Safeguards, maintains and preserves the permanent and vital documents of the University			
Maintains and gathers archives display which showcase valuable records of the University			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Filed the documents which are very important for future reference.			
Maintain and preserved the valueable documents treated as permanent status.			
Filed the application fo leave for permanent, casual, faculty academic, and contractual status of appointment			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of two (2) year studies in College	1 year relevant experience	4 hours of relevant training	Career Sub-Professional (First Level CS Eligibility)
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, and 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, behaviour and style appropriately in dealing with change.			2
6. Gender-responsive management -Promotes gender equality and women empowerment to address gender-related problems and issues			1
21f. Organizational Competencies			Competency Level
1. Demonstrating Personal Effectiveness -Responds effectively to guidelines & feedback on one's performance, weel being and learning discipline.			1
2. Speaking Effectively -Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials *			1
3. Writing Effectively -Refers to and/or uses existing communication materials or templates to produce own written work			1
4 Championing & Applying Innovation -Demonstrate an awareness of basic principles of Innovation.			1
5. Planning & Delivering -Designs & Implements plans; focuses on one's functional group or area of focus & involving team members from the same group			1
6. Managing information -Collects, organizes & maintains data			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
50%	Files 201/HR documents of casual, permanent administrative staff, contractual SRAs, temporary/part-time faculty members.		1
	Prepare the official listing of disposable old documents, using the NAP form 3		1
	Segregate, maintain, and preserve those documents which are in active, non-active status, until the documents are qualified for disposal.		1
20%	Assists in the conduct of inventory an appraisal of records and the actual		1
20%	Received, preserved, and filed the incoming documents to their individual folder.		1
10%	Performs other functions that may be assigned by the superior from time to time		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.			
 VIRGILIO C. ACILO Employee's Name, Date and Signature		 MARIA ROBERTA S. MIRAFLOR 3/15/2023 Supervisor's Name, Date and Signature	