

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <b>ADMINISTRATIVE AIDE III</b>	
<b>2. ITEM NUMBER</b>  ADA3 - 195 - 2004		<b>3. SALARY GRADE</b>  3	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  STATE UNIVESITY AND COLLEGES		<b>6. BUREAU OR OFFICE</b>  VISAYAS STATE UNIVERSITY	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  DEAN OF STUDENT		<b>8. WORKSTATION / PLACE OF WORK</b>  VSU, BAYBAY CITY, LEYTE	
<b>9. PRESENT APPROP ACT</b>  N/A	<b>10. PREVIOUS APPROP ACT</b>  N/A	<b>11. SALARY AUTHORIZED</b>  Php 14, 676.00	<b>12. OTHER COMPENSATION</b>  Php 2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  DEAN OF STUDENTS		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  VP FOR STUDENT AFFAIRS	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b> Executive / Managerial Supervisors Non-Supervisors Staff	Occasional <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Frequent <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<b>17b. External</b> General Public Other Agencies Others (Please Specify):
		Occasional <input type="checkbox"/> <input type="checkbox"/>	Frequent <input type="checkbox"/> <input type="checkbox"/>
<b>18. WORKING CONDITION</b> Office Work Field Work			
		<input type="checkbox"/> <input type="checkbox"/>	Other/s (Please Specify)
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			



<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
3rd Year College	None Required	None Required	None Required
<b>21e. Core Competencies</b>			<b>Competency Level</b>
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			1
<b>21f. Functional Competencies</b>			<b>Competency Level</b>
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. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives			1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			<b>Competency Level</b>
<b>Percentage of Working Time</b>	<b>(State the duties and responsibilities here:)</b>		
25%	Daily Cleaning of Offices at ODS		1
20%	Daily Cleaning of Offices surrounding & ground & CRs		1
40%	Messengerial within the VSU campus		1
15%	Performs other function as assigned by superiors and other office staff.		1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>			
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>RANDY S. VALENZONA, 6-9-2020</u> <i>py</i></p> <p>Employee's Name, Date and Signature</p> </div> <div style="width: 45%;"> <p><u>CHONA A. BRIT</u> <i>gn'</i></p> <p>Supervisor's Name, Date and Signature</p> </div> </div>			