

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 <div style="text-align: center; font-weight: bold;">ADMINISTRATIVE AIDE III</div>																																
2. ITEM NUMBER <div style="text-align: center;">VISCAB-ADA3-186-2004</div>			3. SALARY GRADE <div style="text-align: center;">3</div>																																
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>																																			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>			6. BUREAU OR OFFICE <div style="text-align: center;">COLLEGE OF AGRICULTURE AND FOOD SCIENCE</div>																																
7. DEPARTMENT / BRANCH / DIVISION <div style="text-align: center;">DEPARTMENT OF HORTICULTURE</div>			8. WORKSTATION / PLACE OF WORK <div style="text-align: center;">VSU, BAYBAY CITY, LEYTE</div>																																
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED <div style="text-align: center;">P11, 914.00</div>	12. OTHER COMPENSATION <div style="text-align: center;">ACA/PERA P2,000.00</div>																														
13. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">HEAD OF THE DEPARTMENT OF HORTICULTURE</div>			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">DEAN OF COLLEGE OF AGRICULTURE AND FOOD SCIENCE</div>																																
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%; text-align: center;">POSITION TITLE</th> <th style="width: 50%; text-align: center;">ITEM NUMBER</th> </tr> </thead> <tbody> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>						POSITION TITLE	ITEM NUMBER																												
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16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK <div style="text-align: center;">DESKTOP COMPUTER, PRINTER, CAMERA, LCD PROJECTOR, DOCUMENT SCANNER, PHOTOCOPIER</div>																																			
17. CONTACTS / CLIENTS / STAKEHOLDERS <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">17a. Internal</th> <th style="width: 15%;">Occasional</th> <th style="width: 15%;">Frequent</th> <th style="width: 25%;">17b. External</th> <th style="width: 15%;">Occasional</th> <th style="width: 15%;">Frequent</th> </tr> </thead> <tbody> <tr> <td>Executive / Managerial</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Non-Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Others (Please Specify):</td> <td colspan="2" style="border-bottom: 1px solid black;"></td> </tr> <tr> <td>Staff</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td colspan="3"></td> </tr> </tbody> </table>						17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):			Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
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18. WORKING CONDITION <table style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 30%;">Office Work</td> <td style="width: 15%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 15%; text-align: center;"><input type="checkbox"/></td> <td style="width: 40%;">Other/s (Please Specify)</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>						Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input type="checkbox"/>																							
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19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION <div style="text-align: center;">Implements Instruction, Research and Extension functions of the university</div>																																			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) <div style="text-align: center;">Provides support services to the instruction, research and extension functions of the unit.</div>																																			

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	C S (Subprofessional) 1ST Level

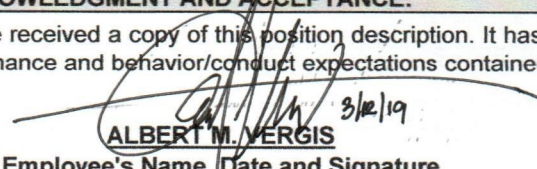
21e. Core Competencies	Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office	2
2. Delivering Service Excellence - Complies with VSU's established standards 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	1


21f. Functional Competencies	Competency Level
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
4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.	1
5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
20%	1. Prepares draft communication and other documents for and in behalf of the Head.	1
20%	2. Entertains clients and stakeholders and ensure that their concerns are acted to by faculty.	1
20%	3. Prepares and facilitates financial reports, faculty workloads, and personnel documents (e.g. reimbursements, liquidations, cash advances, payrolls, documents for travel, etc.) for Head's	1
20%	4. Receives and records in-coming and outgoing documents and keeping documents for record filing.	1
10%	5. Provides support services and take charge in running the operation of the department even in the absence of the Head.	1
10%	6. Performs other related tasks as maybe assigned from time to	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.


ALBERT M. VERGIS
 Employee's Name, Date and Signature


ROSARIO A. SALAS
 Supervisor's Name, Date and Signature