
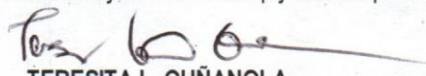
 <div>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</div>		1. POSITION TITLE (as authorized by DBM) Administrative Aide IV			
2. ITEM NO.: <i>VSU-ADM-126-2004</i>		3. SALARY GRADE : SG 4			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class <input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE PRPEO - VSU			
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK VSU , Baybay			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED <i>P 145,860.00</i>	12. OTHER ACA PERA P 24,000/annum		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR SUPERVISING ADDMINISTRATIVE OFFICER		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR CHIEF ADDMINISTRATIVE OFFICER			
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer Set, Printer, Calculator, Ballpen, Pencil, Liquid Eraser, Ruler					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	( x ) ( )	( ) ( )	General Public Other Agencies	( ) ( x )	( x ) ( )
Non Supervisors	( )	( x )	Others (Please specify: Admin Offices	( )	( x )
Staff	( x )	( x )			
18. WORKING CONDITION:					
Office Work	( x )	Other/s (Please Speciy)			
Field Work	( )				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Maintain an effective and efficient personnel records and performance evaluation system of the University					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Payroll Preparation for Casual / Contractual Employees and Part-time Instructors of VSU; Other clerical jobs					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
College Graduate	19 years		CSC Career Service Prof.		
21e. CORE COMPETENCIES					Competency Level



1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. <b>Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. <b>Solving Problems and Making Decisions</b> Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1
21f. <b>ORGANIZATIONAL COMPETENCIES</b>	<b>Competency Level</b>
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.	1
5. <b>Planning &amp; Delivering</b> – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1
6. <b>Managing information</b> - Collects, organizes & maintain data.	1
21g. <b>TECHNICAL COMPETENCIES</b>	<b>Competency Level</b>
Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.	1
22. <b>STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	<b>Competency Level</b>
22a. <b>Records Management</b> 1. Receives and Computes DTR of Part-Time Instructors. 2. Assist in the computation of leave balances of Regular Employees. 4. Stamp Documents for authentication 5. Segregate old personnel records for disposal/bookbinding	1 1 1 1
22b. <b>Information Technology.</b> 1. Encode leave applications and update leave database. 2. Prepares payroll for Casual and Contractual employees of VSU 3. Prepares payroll for Part-time Instructors of VSU	1 1 1
22c. Perform other related tasks as may be assigned from time to time	1
23. <b>ACKNOWLEDGMENT AND ACCEPTANCE</b>	
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.	
 FLORANTE G. DIDAL Employee's Name, Date and Signature	 TERESITA L. QUIANOLA Supervisor's Name, Date and Signature