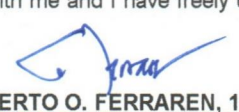


<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <b>Administrative Aide IV</b>	
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input checked="" type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>	
Visayas State University		Office of the Vice President for Planning, Resource Generation and Auxiliary Services	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>	
		ViSCA, Baybay City, Leyte	
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>	
Vice President for Planning, Resource Generation and Auxiliary Services		University President	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>			
(if more than seven (7) list only by their item numbers and titles)			
<b>POSITION TITLE</b>		<b>ITEM NUMBER</b>	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>			
Computer/Laptop, Printer/Scanner, Photocopier			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive / Managerial Supervisors	<input type="checkbox"/>	<input checked="" 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): <u>Administrative Offices</u>
<b>18. WORKING CONDITION</b>			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
Spearheads the planning and resource generation of the university.			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
Collect and consolidate data of the university and prepare report that will be requested by other agencies.			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Bachelors Degree			Career Service Professional Eligibility

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 clear cut 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. Functional Competencies		Competency Level
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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
	<b>22a. Records Management</b> Demonstrates basic skills and knowledge in Records Management	
3%	1. Receives, records, and releases documents of OVPPRGAS.	1
7%	2. Maintains all pertinent documents, records, and forms of OVPPRGAS.	1
2%	3. Prevents access of documents to unauthorized personnel.	1
3%	4. Monitors access of records.	1
15%	5. Performs the function of the Document and Records Controller.	1
	<b>22b. Information Technology.</b> Demonstrates basic skills and knowledge in Information Technology	
14%	1. Collects and consolidates university physical targets and quarterly accomplishments.	1
14%	2. Prepares and submits data required regularly by DBM, and other line agencies.	1
14%	3. Collects data and updates the VSU transparency seal.	1
5%	4. Collects documents for accreditation purposes and for planning activities.	1
10%	6. Prepares pertinent documents for administrative/financial matters.	1
5%	7. Records and acts as secretary for office/university meetings/activities.	1
4%	<b>22c. Perform other related tasks as may be assigned from time to time</b>	1
4%	<b>22d. Customer-friendly frontline service</b>	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.		
<b>JANSEL JOI C. VILLAS, 11/07/2022</b> Employee's Name, Date and Signature		 <b>DILBERTO O. FERRAREN, 11/07/2022</b> Supervisor's Name, Designation, Date and Signature