

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 VI

2. ITEM NUMBER

ADA6-115-2023

3. SALARY GRADE

6

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

- ☐ Province
☒ City
☐ Municipality

- ☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

- ☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

STATE UNIVERISTY AND COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

INTERNAL AUDIT SERVICES

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

NA

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

HEAD, INTERNAL AUDIT SERVICE

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

OFFICE OF THE PRESIDENT

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

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

Desktop computer, printer, photocopier, scanner, and other equipment needed for clerical functions

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial

☐

☒

Supervisors

☐

☒

Non-Supervisors

☒

☐

Staff

☒

☐

General Public

☒

☐

Other Agencies

☒

☐

Others (Please Specify):

18. WORKING CONDITION

Office Work

☒

☐

Field Work

☒

☐

Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

The general function of the IAS is to provide independent assurance that VSU's risk management, governance, and internal control processes are functioning effectively.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Manages audit documentation and maintain audit records, provides logistical support for audit activities, reports to the IAS Director the progress and developments within the audit process.

21. QUALIFICATION STANDARDS

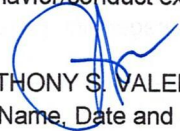
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	2 years of Relevant Experience	8hrs of Relevant Training	CSC Sub-professional (Level 1 Eligibility)
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates 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			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)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
30%	Manages audit documentation, records, and official correspondence, ensuring all materials are properly organized and maintained.	1
40%	Coordinate logistical support for audit activities, including scheduling and reporting, to ensure smooth and efficient operations.	1
20%	Responsible for maintaining audit records and ensuring compliance with established documentation standards.	1
10%	Reports directly to the IAS Director, keeping her informed of progress and developments within the audit process.	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.


RAUL ANTHONY S. VALENZONA 3/25/25
Employee's Name, Date and Signature


MARIA TERESA A. CRUZ 3/25/25
Supervisor's Name, Date and Signature