## 1. POSITION TITLE (as approved by authorized agency) Republic of the Philippines with parenthetical title POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017) **ADMINISTRATIVE AIDE VI** 2. ITEM NUMBER 3. SALARY GRADE VISCAB-ADAS-76-2004 6 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS ☐ Province ✓ 1st Class ☐ 5th Class ☑ City 2nd Class ☐ 6th Class ☐ Municipality ☐ 3rd Class ☐ Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE **LOCAL GOVERNMENT** STATE UNIVERSITIES & COLLEGES VISAYAS STATE UNIVERSITY 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK RECORDS AND ARCHIVES OFFICE VSU, BAYBAY CITY, LEYTE 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED | 12. OTHER COMPENSATION N/A Php 17,553.00/M ACA PERA 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE HEAD, RECORDS AND ARCHIVES OFFICE SERVICES 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED **POSITION TITLE** ITEM NUMBER NA 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK DESKTOP COMPUTER, PRINTER, PHOTOCOPIER, CALCULATOR, LOGBOOK, BALLPEN 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / Managerial V General Public 1 V V Supervisors Other Agencies 1 Non-Supervisors Others (Please Specify): V Staff Admin, Offices V 18. WORKING CONDITION Office Work V Other/s (Please Specify) Field Work 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Proper custody of the university vital records from all administrative offices, departments, and centers. Provides efficient centralized mails and messengerial services to the university. 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary Provides clerical, mailing, filing, and references services to the university. 21. QUALIFICATION STANDARDS

21c. Training

21a. Education

21b. Experience

21d. Eligibility

Completion of 2 years studies in college	None Required	None Required	Career Service(Sub professional) First Level Eligibility
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e. Core Competencies	essionalism - demonstrates high standards of	of professional behaviour, adhering	0.000 000 001
Exemplifying Integrity and Profe	essionalism - demonstrates high standards of	SI PI O O O O O O O O O O O O O O O O O O	
b ethical as well as moral principles, values, and standards of public office  Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer			1
	Compiles with V50's established standard	0	SE SMUM NE TE
atisfaction  6. Communication Savy - Effectively delivers messages that simply focus on facts or information;			1
Communication Savy - Effective	ely delivers messages that simply locus on	to the self-paging customers	BOOS-OF-CATES-BACETY
Interpersonal relationship man	agement - Effectively communicates and int	teracts with colleagues, customers	
nd clients, and work well in a tea	am to achieve results	and edente one's thinking	MEMBRAVOP LANG. 1 dos
Change Adaptation - Works et	ffectively with a variety of people and situation	ons and adapts one's unitality,	
	in dealing with change.	to a specific to the second se	1
Gender-responsive management	ent - Promotes gender equality and women	rempowerment to address gends.	
elated problems			Competency Level
1f. Functional Competer	TCIES	and mobilizes and manages	ATTORNO TOMERONO
Administrative Services Management- Develops programs and projects, and mobilizes and manages  esources, both material and human, in order to fully achieve the set objectives and targets of the university in			
esources, both material and human, in order to fully acriteve the set objectives and tall general and of the different offices/colleges/departments/centers in particular			
I Dla Man	agement Applies and adapts records mana	agement standards related to the	s games and reperture
	which are conducted to achieve adequate a	ally proper goodinontation of	
ycle of records in the university	ns and effective management of the university	ty operations.	HOMARC TRIBATES
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