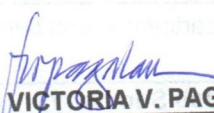
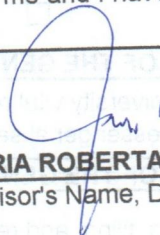


<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <b>ADMINISTRATIVE AIDE VI</b>	
<b>2. ITEM NUMBER</b>  <b>VISCAB-ADAS-76-2004</b>		<b>3.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



Completion of 2 years studies in college	None Required	None Required	Career Service(Sub professional) First Level Eligibility
<b>21e. Core Competencies</b>			<b>Competency Level</b>
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			1
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			1
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;			1
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			1
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.			1
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems			1
<b>21f. Functional Competencies</b>			<b>Competency Level</b>
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. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.			1
6. 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
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			<b>Competency Level</b>
Percentage of Working Time	(State the duties and responsibilities here)		
30%	1. Files appointments, NOSA, NOSI, contracts, and 201 documents of Regular Academic Staff		1
25%	2. Assists in the annual inventory and appraisal of records		1
20%	3. Prepares and submits quarterly FOI reports and montly report of stamps accountability		1
15%	4. Acts as dDRC (Deputy Document and Records Controller) for the Office		1
10%	5. Performs other duties assigned from time to time		1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>			
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>LILIBETH VICTORIA V. PAGALAN</b> Employee's Name, Date and Signature		 <b>MARIA ROBERTA S. MIRAFLOR</b> Supervisor's Name, Date and Signature	