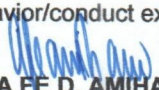
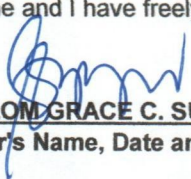


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency with parenthetical title) <div style="text-align: center; font-weight: bold;">ADMINISTRATIVE AIDE III</div>			
2. ITEM NUMBER <div style="text-align: center;">VISCAB-ADA3-6-2016 3 N/A</div>		3. SALARY GRADE <div style="text-align: center; color: blue; font-size: 1.5em;">3</div>			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>					
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
VISAYAS STATE UNIVERSITY		VISAYAS STATE UNIVERSITY			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
VSU INTEGRATED HIGH SCHOOL		VSU, BAYBAY CITY, LEYTE			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
N/A		14,677.96	ACA/PERA P2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
HEAD, VSUIHS		Dean, College of Education			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE		ITEM NUMBER			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
DESKTOP COMPUTER					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
17b. External		Occasional		Frequent	
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>			General Public	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>			Other Agencies	<input checked="" type="checkbox"/>
Staff	<input type="checkbox"/>			Others (Please Specify):	<input type="checkbox"/>
18. WORKING CONDITION					
Office Work	<input type="checkbox"/>			Other/s (Please Specify)	
Field Work	<input type="checkbox"/>				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Provides support services to VSUIHS Faculty and staff.					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Clerical works like encoding, printing, filing of documents, processing of travel orders, trip tickets, recommendation to attend training, seminars of faculty. Answer phone calls , IP messages and emails from other departments, students, parents and colleagues. Processing of vouchers, payrolls, reimbursements and phone bills. Processing of request for Permanent record like Form 137, Diploma, report card etc.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 4 years studies in college	None Required	None Required	Career Service(Sub professional) First Level 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			2
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. Procurement Management- Effectively undertakes procurement planning, programming, project management, and requirement specifications to facilitate achievement of organisational or agency program of work, goals and targets. Procurement should support plans, goals and targets such that acquisitions are undertaken within the specific acceptable timetable, budget and to appropriate specifications. The approved Annual Procurement Plan authorises and guides the procurement activities of the agency for the year.			1
4. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.			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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
30%	1. Processing of vouchers, payrolls, reimbursements and phone bills		2
40%	2. Clerical works like encoding, printing, filing of documents, processing		2
20%	3. Processing of request for Permanent record like Form 137, Diploma, report card etc.		2
10%	4. Performs other function as assigned by superiors and other faculty and staff.		2
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.			
 GUADA FE D. AMIHAN Employee's Name, Date and Signature		 SHALOM GRACE C. SUGANO Supervisor's Name, Date and Signature	