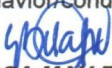



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency with parenthetical title) ADMINISTRATIVE AIDE III	
2. ITEM NUMBER ADA4-135-2004		3. SALARY GRADE N/A	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT STATE UNIVERSITY & COLLEGES		6. BUREAU OR OFFICE VISAYAS STATE	
7. DEPARTMENT / BRANCH / DIVISION ECOLOGICAL FARM AND RESOURCE MANAGEMENT INSTITUTE		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT N/A	10. PREVIOUS APPROP ACT N/A	11. SALARY AUTHORIZED P 15, 586	12. OTHER COMPENSATION P 2, 000 ACA/PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR DIRECTOR, ECO-FARMI		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR VICE PRESIDENT, REI	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
NONE			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK DESKTOP COMPUTER, PRINTER, PHOTOCOPIER			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff	Occasional <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Frequent <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	17b. External General Public Other Agencies Others (Please Specify): _____
		Occasional <input type="checkbox"/> <input checked="" type="checkbox"/>	Frequent <input checked="" type="checkbox"/> <input type="checkbox"/>
18. WORKING CONDITION			
Office Work Field Work	<input checked="" type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	Other/s (Please Specify) _____
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides support services to the ECO-FARMI Head, Core and Admin Staff			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Clerical works and customer-friendly frontline service.			
21. QUALIFICATION STANDARDS			
21a. Education Completion of 2 years studies in college	21b. Experience None Required	21c. Training None Required	21d. Eligibility C S (Subprofessional) 1ST Level

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		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
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)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
25%	Demonstrate basic skills and knowledge in Records Management (Receives, records, and releases documents of	1
25%	Demonstrate basic skills and knowledge in Information Technology (Prepares financial documents, personnel documents, types communications)	1
25%	Performs other related tasks as may be assigned from time to time by the head of office.	1
25%	Maintains customer-friendly frontline service	1
23. ACKNOWLEDGMENT AND ACCEPTANCE:		
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  VANESSA MAY B. MILAN Employee's Name, Date and Signature </div> <div style="text-align: center;">  JEROME O. ARRIBADO Supervisor's Name, Date and Signature </div> </div>		