



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1		1. POSITION TITLE (as approved by authorized agency with parenthetical title) ADMINISTRATIVE AIDE VI (Clerk)	
2. ITEM NUMBER PLANTILLA OF CASUAL APPOINTMENTS		3. SALARY GRADE 6	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE DYDC-FM	
7. DEPARTMENT / BRANCH / DIVISION VSU RADIO DYDC-FM		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT NA	10. PREVIOUS APPROP ACT NA	11. SALARY AUTHORIZED P15,957.20	12. OTHER COMPENSATION ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR MANAGER		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR DEAN	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles)			
CLERK		PLANTILLA CASUAL APPOINTMENT	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK COMPUTER, ETC.			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff	Occasional <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	Frequent <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	17b. External General Public Other Agencies Others (Please Specify): _____
		Occasional <input type="checkbox"/> <input type="checkbox"/>	Frequent <input type="checkbox"/> <input type="checkbox"/>
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Clerk, Utility Messenger of the Visayas State University			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Clerk, Utility Messenger of the Visayas State University			
21. QUALIFICATION STANDARDS			
21a. Education 2 years in in College	21b. Experience None Required	21c. Training None Required	21d. Eligibility MC#11, S.1996 (DATA ENCODER)
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. Process Improvement - Develops, formulates and reviews for enhancement processes, policies and procedures	1
2. Maintenance and Management Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles.	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	
Percentage of Working Time	(State the duties and responsibilities here:)
75%	1. Perform all clerical works and arranged office files;
10%	2. Clean offices, studios, hallways, stairs and restrooms of the radio station and water ornamental plants;
10%	3. Deliver documents to the administration building and other concerned offices and make follow-ups; and
5%	4. Perform other tasks assigned by the Station Manager.
100%	
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;">  EDDIE M. ISRAEL 6/6/29 Employee's Name, Date and Signature </div> <div style="text-align: center;">  MIKAELA M. GONGORA 6/6/29 Supervisor's Name, Date and Signature </div> </div>	