
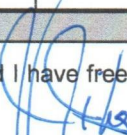


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title ADMINISTRATIVE AIDE I (UTILITY WORKER I)	
2. ITEM NUMBER		3. SALARY GRADE	
ADA1-166-2004		1	
4. FOR LOCAL GOVERNMENT 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"/> 4th Class	
		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
STATE UNIVERSITIES AND COLLEGES		VISAYAS STATE UNIVERSITY	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
UNIVERSITY LEARNING COMMONS (ULC) - INTEGRATED HIGH SCHOOL LIBRARY		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
N/A		P13,000.00/month	P2,000.00/month
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
CHIEF LIBRARIAN		VICE PRESIDENT FOR STUDENT AFFAIRS AND SERVICES	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
(if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Grasscutter, Floor Polisher, Broom, Logbook			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input checked="" 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			
VSU-IHS Library provides support to the VSU-IHS programs, recreational and research activities.			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Maintains a clean and healthy library environment, assists with library operations, monitors library entrance and exit, serves as AVR in-charge and performs messenger tasks.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary School Graduate	None Required	None Required	None Required
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. 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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
30%	Maintains a clean and healthy library environment: ♦Opens and closes the library building as scheduled. ♦Trims grasses and plants in the library surroundings. ♦Waters plants regularly. ♦Polishes floors and maintains cleanliness of the library premises. ♦Sweeps and removes trash to ensure a clean and organized environment.		1
30%	Assists with library operations: ♦Shelve books and other library materials according to the Dewey Decimal System. ♦Performs shelf reading to ensure materials are in their proper place. ♦Assists patrons in locating library materials and using library resources. ♦Repairs minor damage to books and other library materials. ♦Helps conduct annual library materials inventory. ♦Performs other duties as assigned by the Chief Librarian or immediate supervisor		1
15%	Monitors library entrance and exit: ♦Supervises the library entrance and exit areas to ensure the safety of patrons and staff. ♦Monitors for unauthorized access or suspicious activity. ♦Provides assistance to patrons entering or exiting the library.		1
15%	Performs messenger tasks: ♦Delivers messages and documents to various departments within the school. ♦Collects and returns materials to the library as needed. ♦Ensures timely and efficient communication between the library and other departments.		1
10%	Serves as AVR in-charge: ♦Maintains the Audio Visual Room (AVR) and ensures its proper functioning. ♦Sets up and disassembles equipment for presentations and events. ♦Provides technical assistance to patrons using AVR equipment.		1
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.			
 EDUARDO R. ABANERA Employee's Name, Date and Signature		 VICENTE A. GILOS Supervisor's Name, Date and Signature	