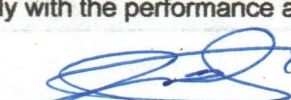
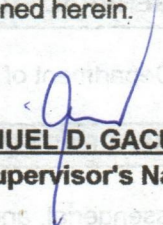


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title ADMINISTRATIVE AIDE I			
2. ITEM NUMBER ADA 1-180-2004		3. SALARY GRADE 1			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<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>					
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE DEPARTMENT OF ANIMAL SCIENCE			
7. DEPARTMENT / BRANCH / DIVISION DEPARTMENT OF ANIMAL SCIENCE		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
		P 12,034.00	ACA/PERA P2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR DEPARTMENT HEAD		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR COLLEGE DEAN			
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 Ballpen, logbook, cleaning materials for department administrative/faculty/class rooms/toilets/lawns-surrounding (brooms, dust pan, lawn mower, grass cutter, bolos, window panes and toilet cleaner, etc.).					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
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 checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Cleaning class rooms, lobbys, toilets, and offices		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides support services to the Department of Animal Science.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Do cleanliness maintenance, messengerial, and other support services to the Department of Animal Science.					
21. QUALIFICATION STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
Elementary 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 and issues		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. 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. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
30%	1. Cleanliness/cutting of lawn grasses and planting of flowers for beautification maintenance of department surrounding.	1
30%	2. Cleaning of lecture classrooms including window glass panes and/or laboratory rooms when requested by lab. Incharge.	1
20%	3. Cleaning of all department toilets (Department Head, Faculty, and Students toilets)	1
10%	4. Cleaning of Department Head, Administrative, and Faculty offices including window panes.	1
5%	5. Assists in official messengerial services.	1
5%	6. Do other official jobs as requested by the Department Head.	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.		
<div><div> FLORENTINO D. BOLASTIG, JR. - <u>9/13/21</u> Employee's Name, Date and Signature</div><div> MANUEL D. GACUTAN, JR. - <u>9/13/21</u> Supervisor's Name, Date and Signature</div></div>		