

<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency)</div> <div>with parenthetical title</div> <div>ADMINISTRATIVE AIDE III (CLERK 1)</div>																																											
<div>2. ITEM NUMBER</div> <div>ADA3 - 162- 2004</div>		<div>3. SALARY GRADE</div> <div>3</div>																																											
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div><div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div><div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div></div>																																													
<div>5. DEPARTMENT, CORPORATION OR AGENCY/</div> <div>LOCAL GOVERNMENT</div> <div>VISAYAS STATE UNIVERSITY</div>		<div>6. BUREAU OR OFFICE</div> <div>OFFICE OF THE VICE PRESIDENT FOR RESEARCH,</div> <div>EXTENSION AND INNOVATION</div>																																											
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>OFFICE OF THE VICE PRESIDENT FOR RESEARCH,</div> <div>EXTENSION AND INNOVATION</div>		<div>8. WORKSTATION / PLACE OF WORK</div> <div>VSU, BAYBAY CITY, LEYTE</div>																																											
<div>9. PRESENT APPROP ACT</div> <div>N/A</div>	<div>10. PREVIOUS APPROP ACT</div> <div>N/A</div>	<div>11. SALARY AUTHORIZED</div> <div>14,678</div>	<div>12. OTHER COMPENSATION</div> <div>ACA/PERA P2,000.00</div>																																										
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>VICE PRESIDENT</div>		<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>PRESIDENT</div>																																											
<div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <div><div>POSITION TITLE</div><div>ITEM NUMBER</div></div>																																													
<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>DESKTOP COMPUTER , PRINTER, CAMERA, HEADSET</div>																																													
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><tr><td colspan="2">17a. Internal</td><td>Occasional</td><td>Frequent</td><td colspan="2">17b. External</td><td>Occasional</td><td>Frequent</td></tr><tr><td>Executive / Managerial</td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>General Public</td><td></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Supervisors</td><td></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Other Agencies</td><td></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Others (Please Specify):</td><td colspan="3"></td></tr><tr><td>Staff</td><td></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td></td><td colspan="3"></td></tr></table>						17a. Internal		Occasional	Frequent	17b. External		Occasional	Frequent	Executive / Managerial		<input type="checkbox"/>	<input type="checkbox"/>	General Public		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors		<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors		<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):				Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>				
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Staff		<input type="checkbox"/>	<input checked="" type="checkbox"/>																																										
<div>18. WORKING CONDITION</div> <table><tr><td>Office Work</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td rowspan="2">Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr></table>								Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input type="checkbox"/>																															
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<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>In charge in the implementation of R &amp; D projects, monitoring, protection, transfer and commercialization of technologies generated by VSU and other agency members.</div>																																													



<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
Assists in the daily clerical & logistical needs of the OVPREI office including answering communications via phones, e-mails, IPs; keeping and updating schedules of the VPREI and assisting/receiving visitors of the office as frontline officer. In charge of the incoming and outgoing documents of the office. Consolidate and keep all the planning, monitoring, OTP and WFP forms from the different office/centers under the OVPREI. Maintain the filing system of the office. Perform other duties as instructed by the Vice President of Research, Extension and Innovation.			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Completion of 2 years studies in college	None Required	None Required	Career Service(Sub professional) First Level Eligibility
<b>21e. Core Competencies</b>			<b>Competency Level</b>
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
<b>21f. Functional Competencies</b>			<b>Competency Level</b>
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. 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
4. 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
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			<b>Competency Level</b>
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		
50%	1. Assists in the daily clerical & logistical needs of the OVPREI office including answering communications via phones, e-mails, IPs; keeping and updating schedules of the VPREI and assisting/receiving visitors of the office as frontline officer.		1
20%	2. Consolidate all the planning and monitoring forms including OPCR/IPCR and other ISO related documents.		1
20%	3. Cascading of all updated forms, guidelines and procedure manuals of the university and maintain the filing system of		1
10%	4. Performs other function as assigned by superiors and other office staff.		1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>			
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>CAROLINE B. ANDUYAN 1/25/2023</div> <div>Employee's Name, Date and Signature</div>		<div>MARIA JULIET C. CENIZA 1/26/2023</div> <div>Supervisor's Name, Date and Signature</div>	