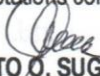
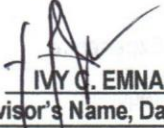
 <b>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</b>		<b>1. POSITION TITLE (as authorized by DBM)</b>  <b>ADMINISTRATIVE AIDE VI</b>			
<b>2. ITEM NO.:</b> ADA3-192-2004		<b>3. SALARY GRADE:</b>			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input checked="" type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class <input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>			
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  DEPT. OF FOOD SCIENCE AND TECHNOLOGY		<b>8. WORKSTATION/PLACE OF WORK</b>  VSU , Baybay			
<b>9. PRES, APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER</b>		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Head, Dept. of Food Science & Technology		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  Dean, College of Agriculture and Food Science			
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles) None					
<b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  Computer, printer, scanner, calculator, logbook, ballpen					
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive/Managerial	(/)	( )	General Public	( )	(/)
Supervisors	(/)	(/)	Other Agencies	(/)	( )
Non Supervisors	(/)	(/)	Others (Please specify: Admin. Offices	( )	(/)
Staff	(/)	(/)			
<b>18. WORKING CONDITION</b>					
Office Work		(/)	Other/s (Please Speciy)		
Field Work		( )			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  Implements the Food Science and Technology program and do research and extension					
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  Provides clerical and support function to instruction, research and extension functions of the department.					
<b>21. QUALIFICATON 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	Civil Service Sub-Prof. Exam		
<b>21e. CORE COMPETENCIES</b>					<b>Competency Level</b>



1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. <b>Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. <b>Solving Problems and Making Decisions</b> Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1
<b>21f. ORGANIZATIONAL COMPETENCIES</b>	<b>Competency Level</b>
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.	1
5. <b>Planning &amp; Delivering</b> – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1
6. <b>Managing information</b> - Collects, organizes & maintain data.	1
<b>21g. TECHNICAL COMPETENCIES</b>	<b>Competency Level</b>
Provides support and clerical services for Food Science and Technology faculty and staff.	1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	<b>Competency Level</b>
<b>22a. Records Management</b> <b>Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.</b> 1. Prepares draft communications of the department and other documents required for final action by the department head. 2. Prepares reports such as cash advance, reimbursements, purchase requests, travel order, trip tickets, faculty workload and other office documents. 3. Maintain office records by sorting and filing the same for efficient reference, search and retrieval. 4. Provides frontline services by answering queries and request from students and other clients.	1 1 1 1
<b>22b. Information Technology.</b> <b>Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.</b> 22b 1. Encodes office reports and other documents. Transmits, and receives data and information via electronic mail (e-mail) and pop up style LAN Messenger (IP Messenger).	1
<b>22c. Perform other related tasks as may be assigned from time to time</b> 22c 1. Computer maintenance.	1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
 <b>CARLITO O. SUGANOB</b> Employee's Name, Date and Signature	 <b>IVY C. EMNACE</b> Supervisor's Name, Date and Signature