
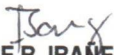


Republic of the Philippines <b>POSITION DESCRIPTION FORM</b> DBM-CSC Form No. 1 (Revised Version No. 1 ,		<b>1. POSITION TITLE (as authorized by DBM)</b>  ADMINISTRATIVE AIDE I	
<b>2. ITEM NO.:</b> ADA1-185-2004		<b>3. SALARY GRADE :</b> 1	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT 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 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>  DCHM	
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  Department of Consumer and Hospitality Management		<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>  P 10,510.00	<b>12. OTHER</b>  ACA PERA P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Department Head		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  Dean	
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b>  None			
<b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  Grass cutter, brooms, ball pen, Record Book, bolo and other cleaning materials/tools/equipment			
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive/Managerial Supervisors Non Supervisors Staff	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
			<input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
			<input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>
<b>18. WORKING CONDITION</b>			
Office Work Field Work	<input checked="" type="checkbox"/> <input type="checkbox"/>	Other/s (Please Specify)	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  Implements administrative, instruction, research and extension function of the university			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  Provides support services and maintains the cleanliness/orderliness of the department and its surroundings			
<b>21. QUALIFICATON STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Elementary School Graduate	None required	None required	None required



<b>21e. CORE COMPETENCIES</b>	<b>Competency Level</b>
<b>1. Exemplifying Integrity and Professionalism</b> - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office <b>2. Delivering Service Excellence</b> - Complies with VSU's established standards of service delivery for customer satisfaction <b>3. Communication Savy</b> - Effectively delivers messages that simply focus on facts or information; <b>4. Interpersonal relationship management</b> - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results <b>5. Change Adaptation</b> - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. <b>6. Gender-responsive management</b> - Promotes gender equality and women empowerment to address gender-related problems and issues	2  2 2  2  2  1
<b>21f. FUNCTIONAL COMPETENCIES</b>	<b>Competency Level</b>
<b>1. Waste Management</b> - 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
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) (</b>	<b>Competency Level</b>
50% 1. Provides support services and maintains the cleanliness/orderliness of the department and its surroundings	1
40% 2. Facilitates and follow up communication and other documents for and behalf of the department head, faculty and staff of DCHM	1
10% 3. Assists the instructional needs of students/ clients of DCHM and performs other related tasks as maybe assigned from time to time	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>MICHAEL D. DAG-UMAN</b> Employee's Name, Date and Signature	 <b>VENICE B. IBANEZ</b> Supervisor's Name, Date and Signature