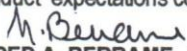

 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) Dental Aide			
2. ITEM NO.:		3. SALARY GRADE : 4			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2nd class <input type="checkbox"/> 3rd class <input type="checkbox"/> 4th class			
<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special					
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE			
7. DEPARTMENT/BRANCH/DIVISION VSU HOSPITAL		8. WORKSTATION/PLACE OF WORK VSU , Baybay			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER		
			ACA PERA P 24,000/annum		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Resident Physician		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President for Administration and Finance			
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Syringes, forceps, scissors, etc.					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	()	()	General Public	(x)	()
Supervisors	()	(x)	Other Agencies	(x)	()
Non Supervisors	()	(x)	Others (Please specify:	()	()
Staff	(x)	(x)	Admin Offices		
18. WORKING CONDITION					
Office Work	(x)	Other/s (Please Specify)			
Field Work	()				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Assists the Dentist in the delivery of dental services to the VSU populace.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Medical Dental services					

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
High School Grad.			
21e. CORE COMPETENCIES			Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules			1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.			1
3. Solving Problems and Making Decisions 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
21f. ORGANIZATIONAL COMPETENCIES			Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.			1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials			1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work			1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.			1
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.			1
6. Managing information - Collects, organizes & maintain data.			1
21g. TECHNICAL COMPETENCIES			Competency Level
			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
22a. Assists the dentist, physician and nurse in all phases of their activities but absolutely does not treat patient.			1
22b. Calls on patients who needs treatments.			1
22c. Takes charge of maintaining and storage of medical, dental instruments, supplies, materials and equipment.			1
22d. Sterilizes all instruments before and after use.			1
22e. Maintains the cleanliness and orderliness of the infirmary.			1
22f. Performs other tasks assigned by superior from time to time.			1
23. ACKNOWLEDGMENT AND ACCEPTANCE			
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  MILDRED A. BERRAME, July 21, 2017 Employee's Name, Date and Signature </div> <div style="text-align: center;">  MARIA BELEN J. BUZON, DMD July 21, 2017 Supervisor's Name, Date and Signature </div> </div>			