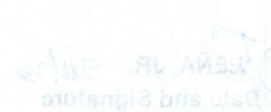
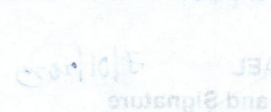


<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency with parenthetical title)</b>  <b>ADMINISTRATIVE AIDE III (Utility Worker II)</b>	
<b>2. ITEM NUMBER</b>  <b>ADA3-164-2004</b>		<b>3. SALARY GRADE</b>  <b>3</b>	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  STATE UNIVERSITY & COLLEGES		<b>6. BUREAU OR OFFICE</b>  VISAYAS STATE UNIVERSITY	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  COLLEGE OF VETERINARY MEDICINE		<b>8. WORKSTATION / PLACE OF WORK</b>  VSU, BAYBAY CITY, LEYTE	
<b>9. PRESENT APPROP ACT</b>  N/A	<b>10. PREVIOUS APPROP ACT</b>  N/A	<b>11. SALARY AUTHORIZED</b>  P14, 678	<b>12. OTHER COMPENSATION</b>  P2000/ACAPERA
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  DEPARTMENT HEAD		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  COLLEGE DEAN	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> DESKTOP COMPUTER, PRINTER WITH SCANNER AND XEROX MACHINE			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):
<b>18. WORKING CONDITION</b>			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b> Provides support services to the Heads and Dean			

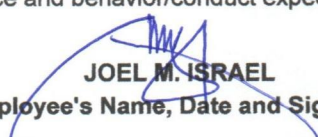

ACKNOWLEDGMENT AND ACCEPTANCE

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.

  
 SUPERVISOR'S NAME, Date and Signature  
 SANTIAGO, JENIA JR.

  
 EMPLOYEE'S NAME, Date and Signature  
 JOEL M. ABRAEL



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Prepare and submit official communication, Records keeping and filling of documents			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary School Graduate	None Required	None Required	None required (MC 10 s. 2013 - Cat. III)**
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			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. Risk Management - Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.			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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
50%	1. Records keeping and filling of individual faculty such as personal documents, office files and records.		1
20%	2. Prepare projected/actual teaching load and individual faculty workload, recommendation for hiring/renewal of faculty/staff and Science Research Assistant and Individual Performance Commitment and Review form (IPCR).		1
20%	3. Maintain the cleanliness and orderliness of CVM office, Dean's Office, Faculty rooms, Lecture rooms and CR's of Dean and faculty & staff, process and follow office documents.		1
10%	4. Prepare PPMP/PRs of office supplies, equipment, laboratory chemicals, payrolls, vouchers, travels etc.		1
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>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.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">   <b>JOEL M. ISRAEL</b>  Employee's Name, Date and Signature </div> <div style="text-align: center;">   <b>SANTIAGO T. PEÑA, JR.</b>  Supervisor's Name, Date and Signature </div> </div>			