



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM)	
		ADMINISTRATIVE AIDE V	
2. ITEM NO.: ADA5- 66-2004		3. SALARY GRADE : 5	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	
		<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		COLLEGE OF ENGINEERING AND TECHNOLOGY	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
COLLEGE OF ENGINEERING AND TECHNOLOGY		VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P 13,481.00	ACA PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Dean, CET			
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
None			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Metal and woodworking tools and equipment			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	()	()	General Public
Supervisors	(X)	(x)	Other Agencies
Non Supervisors	(X)	(x)	Others (Please specify:
Staff	(X)	(x)	Admin Offices
18. WORKING CONDITION			
Office Work	()	Other/s (Please Specify)	
Field Work	(x)		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Academic unit with new building constructions			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
College of Engineering and Technology Building Maintenance			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary School Graduate	1 year of relevant experience	None required	Carpenter (MC 10, 20136 - Cat II)*

21e. CORE COMPETENCIES	Competency Level
<p>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</p> <p>2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction</p> <p>3. Communication Savy - Effectively delivers messages that simply focus on facts or information;</p> <p>4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results</p> <p>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.</p> <p>6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues</p>	<p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>2</p> <p>1</p>
21f. FUNCTIONAL COMPETENCIES	Competency Level
<p>1. 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.</p> <p>2. Maintenance Management - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles.</p>	<p>1</p> <p>1</p>
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
<p>60% 1. Supervise construction/renovation of new buildings under the College of Engineering and Technology</p> <p>25% 2. Oversee the maintenance of the College of Engineering and Technology complex</p> <p>10% 3. Monitor the ins-and-outs of construction supplies, materials, and equipment of the college</p> <p>5% 4. Do other related activities as required by the Dean</p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p>
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; align-items: flex-end;"> <div style="text-align: center;">  ROGELIO E. PONCE Employee's Name, Date and Signature </div> <div style="text-align: center;">  JANNET C. BENCURE Supervisor's Name, Date and Signature </div> </div>	