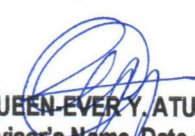


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM)			
		ADMINISTRATIVE AIDE III			
2. ITEM NO.:		3. SALARY GRADE : 3			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
☐ provincial ☒ city ☐ municipality		☐ 1 st class ☐ 2 nd class ☐ 3 rd class ☐ 4 th class		☐ 5 th class ☐ 6 th class ☐ Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY			VSU, Baybay City, Leyte		
7. DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK		
CASH OFFICE			VSU , Baybay		
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED		12. OTHER	
		P 531.71/day		ACA PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
SUPERVISING ADMINISTRATIVE OFFICER (HEAD,CASH OFFICE)			DIRECTOR OF ADMINISTRATION		
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED					
none					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Computer and Printer					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	() (X)	() (X)	General Public	() (X)	(X) ()
Non Supervisors	(X)	(X)	Other Agencies	(X)	()
Staff	(X)	(X)	Others (Please specify: Admin Offices	()	(X)
18. WORKING CONDITION					
Office Work	(X)		Other/s (Please Specify)		
Field Work	()				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Generate the Assessment and Payment of student fees					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Update, Assist, Generate and Prepare Report of Student Accounts					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
Completion of 2 years studies in college	None Require	None Require	C S (sub-professional)1 ST Level		

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 Savvy - Effectively delivers messages that simply focus on facts or information;	2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, 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, behavior and style appropriately in dealing with change.	2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues	1
21f. FUNCTIONAL COMPETENCIES (refer – competency mapping appropriate to position –delete this after filling up)	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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
20% 1. Assess Student fees and prepare individual statement of accounts as requested and as needed.	1
10% 2. Generates and validates assessments and examination permits.	1
10% 3. Prepares list of students enrolled and checks account balances of students and countersigns clearance.	1
10% 4. Encodes requested subject and other related school fees.	1
20% 5. Prepares quarterly report and breakdown of students' accounts receivable	1
5% 6. Post payment and updates students account ledger card of Senior High School Students.	1
5% 7. Prepares quarterly list of collection per school year and semester for unpaid student accounts.	1
5% 8. Generate and prepares students assessment summary and breakdown every semester and as needed.	1
10% 9. Prepare demand letters for students with overdue accounts.	1
5% 10. Prepare student scholars billing to other agencies for all college students.	1
23. ACKNOWLEDGMENT AND ACCEPTANCE	
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.	
 JENNIFER G. TINAJA Employee's Name, Date and Signature	 QUEEN-EVER Y. ATUPAN Supervisor's Name, Date and Signature