

**Republic of the Philippines**  
**POSITION DESCRIPTION FORM**  
**DBM-CSC Form No. 1**

**1. POSITION TITLE (as approved by authorized agency with parenthetical title)**

**Administrative Aide III**

**2. ITEM NUMBER**

N/A

**3. SALARY GRADE**

SG - 3

**4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS**

☐ Province  
☒ City  
☐ Municipality

☐ 1st Class  
☐ 2nd Class  
☐ 3rd Class

☐ 5th Class  
☐ 6th Class  
☐ Special

**5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT**

VISAYAS STATE UNIVERSITY-RECORDS OFFICE &  
ARCHIVES CENTER

**6. BUREAU OR OFFICE**

**7. DEPARTMENT / BRANCH / DIVISION**

Records Office and Archives Center

**8. WORKSTATION / PLACE OF WORK**

VSU, Baybay City, Leyet

**9. PRESENT APPROP ACT**

**10. PREVIOUS APPROP ACT**

**11. SALARY AUTHORIZED**

**12. OTHER COMPENSATION**

PER ANNUM P 143,359.92      ACA/PERA P11,453.40

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

Administrative Officer II

*OIC, Records Office and Archives Center*

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

Chief Administrative Officer

**15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED**

*(if more than seven (7) list only by their item numbers and titles)*

**POSITION TITLE**

**ITEM NUMBER**

Administrative Officer II

VISCAB-ADOF2-29-2004

**16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK**

Computer, Printer, Scanner, Copier Machine, Telephone, Calculator, Puncher, Stapler, Ballpen

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

**17a. Internal**

**Occasional**

**Frequent**

**17b. External**

**Occasional**

**Frequent**

Executive / Managerial  
Supervisors  
Non-Supervisors  
Staff

☐  
☐  
☐  
☐

☒  
☒  
☒  
☒

General Public  
Other Agencies  
Others (Please Specify):

☒  
☒

☐  
☐

**18. WORKING CONDITION**

Office Work  
Field Work

☒  
☐

☒  
☐

Other/s (Please Specify)

**19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION**

Keeps custody and safekeeping of permanent and vital documents of the University;  
Renders efficient records reference services to its client;  
Responsible for disposition of valueless records of the University and securing authority from NAP.



**20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**

Takes charge in the filing of all leave application for both administrative and academic employees; and other documents being listed in the checklist.

Plans, implements and controls the activities of the office.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Junior Secretarial (degree holder)	37 years of relevant experience	8 hours of relevant trainings	N/A

**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 decisions 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 and Applying Information** - 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 and maintain data

1

**21f. Technical Competencies****Competency Level**

Provides supports and clerical services in the management and supervision of ROAC of the University

1

**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)****Competency Level**

Percentage of Working Time	(State the duties and responsibilities here:)	
50%	Sorts and files records received from office/depts./centers and from agencies outside VSU; files records and documents of faculty and staff (academic, administrative, part-time instructor/substitute; casual; and SRA. Received and sorts leave files of all VSU employees from PRPEO and files.	1
20%	Renders reference services on general files, personal and leave folders.	1
10%	Assists in delivering mails, communications and documents to different units of the university.	1
5%	Attends to administrative and support services of the office	1
15%	Performs other functions that maybe assigned from time to time	1

**23. 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.

  
VIRGILIO C. ACILO

Employee's Name, Date and Signature

MARIA ROBERTA S. MIRAFLOR

Supervisor's Name, Date and Signature