

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title  <div style="text-align: center; font-weight: bold;">ADMINISTRATIVE AIDE III</div>	
2. ITEM NUMBER  <div style="text-align: center; font-size: 1.2em;">15</div>		3. SALARY GRADE  <div style="text-align: center; font-size: 1.2em;">GS-3</div>	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province  <input checked="" type="checkbox"/> City  <input type="checkbox"/> Municipality         </div> <div style="width: 30%;"> <input checked="" type="checkbox"/> 1st Class  <input type="checkbox"/> 2nd Class  <input type="checkbox"/> 3rd Class  <input type="checkbox"/> 4th Class         </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class  <input type="checkbox"/> 6th Class  <input type="checkbox"/> Special         </div> </div>			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT  <div style="text-align: center;">STATE UNIVERSITY AND COLLEGES</div>		6. BUREAU OR OFFICE  <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>	
7. DEPARTMENT / BRANCH / DIVISION  <div style="text-align: center;">ACCOUNTING OFFICE</div>		8. WORKSTATION / PLACE OF WORK  <div style="text-align: center;">VSU, Visca, Baybay City</div>	
9. PRESENT APPROP ACT  <div style="text-align: center;">N/A</div>	10. PREVIOUS APPROP ACT  <div style="text-align: center;">N/A</div>	11. SALARY AUTHORIZED  <div style="text-align: center;">14,677.96</div>	12. OTHER  <div style="text-align: center;">ACA PERA</div>
13. POSITION TITLE OF IMMEDIATE SUPERVISOR  <div style="text-align: center;">OIC, Head Accounting Office</div>		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR  <div style="text-align: center;">Director of Finance</div>	
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	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK <div style="text-align: center;">Desktop Computer, Printer, Calculator, Photocopier, ledgers, Pen and Pencil</div>			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Non-Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Post electricity and miscellaneous bills and payments, encode and prepared balances for payroll deductions in new payroll system. Prepared schedule of accounts receivables and aging as supporting documents for COA.			



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

## 21. QUALIFICATION STANDARDS

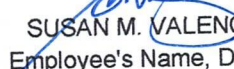
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	None Required
21e. Core Competencies			Competency Level
1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to 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

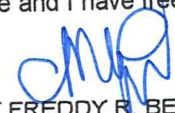
21f. Functional Competencies	Competency Level
1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers 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. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	1
4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.	1
5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
20%	1. Prepared/encode billings and balances of electricity, garbage, water and housing for salary deductions for new payroll system.	1
20%	2. Post monthly electric bills and miscellaneous of VSU Staff, dormitories and concessionaires to individual ledgers.	1
20%	3. Recap payments from report of collections, in-bank and fund transfer.	1
25%	4. Prepares monthly schedule of accounts receivables for COA.	1
5%	5. Prepares statement of accounts.	1
5%	6. Assign billing number of all kinds of billings.	1
5%	7. Perform other functions as assigned by superior.	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.

  
SUSAN M. VALENCIERINA 6/11/24  
Employee's Name, Date and Signature

  
NICK FREDDY R. BELLO 6/11/24  
Supervisor's Name, Date and Signature