

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 667.18/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, Printer and Calculator			
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	(x)	Other/s (Please Specify)	
Field Work	()		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Process and release payments, disbursements and utilization of Budget			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Act as Liason officer and messenger to pay, issue and deliver various checks for payments and remittances to suppliers, government agencies and other payees.			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Require	None Require	None Required
21e. CORE COMPETENCIES			Competency Level
1.Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well			2

as moral principles, values, and standards of public office		
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, 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	
30% 1. Delivers and issues checks to payees, service providers, suppliers and government agencies like Philhealth, Pag-ibig, BOT, CHED and GSIS.	1	
10% 2. Act as messenger who receives incoming and delivers outgoing office communications and other documents for signature and approval.	1	
10% 3. Act as Liason officer to transact business with government agencies like BOT, DBM, Philhealth, Pag-ibig, CHED and GSIS.	1	
10% 4. Deposits check payments to suppliers and service providers to their bank accounts other than landbank	1	
10% 5. Monitors and encodes payment of supplies, materials and telephone bills to their corresponding worksheets.	1	
15% 6. Assist in the encoding and review of incoming vouchers, payrolls and follow up general payrolls, remittances and utility bills payments to avoid delay and penalties.	1	
10% 7. Maintain the Cleanliness and orderliness of the office stock room for easy access of various documents and equipment.	1	
5% 8. Perform Other duties assigned by the supervisor.	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.		
6/6/13 PETER BEN LAURICE H. URDANETA Employee's Name, Date and Signature	QUEEN-EVER Y. ATUPAN Supervisor's Name, Date and Signature	