

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 Administrative Aide III		
2. ITEM NUMBER NONE			3. SALARY GRADE SG-III		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
☐ Province ☒ City ☐ Municipality		☒ 1st Class ☐ 2nd Class ☐ 3rd Class ☐ 4th Class		☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT Visayas State University			6. BUREAU OR OFFICE OVPREI, VSU, Visca, Baybay City		
7. DEPARTMENT / BRANCH / DIVISION OVPREI, VSU, Visca			8. WORKSTATION / PLACE OF WORK Baybay City		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
				Php667.18/day PERA & ACA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Vice President			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR President		
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE NONE			ITEM NUMBER NONE		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Desktop Computer, Printer, Calculator, Stapler, Scissor, etc.					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive / Managerial		☐		☒	
Supervisors		☐		☒	
Non-Supervisors		☐		☒	
Staff		☐		☒	
17b. External		Occasional		Frequent	
General Public		☒		☐	
Other Agencies		☒		☐	
Others (Please Specify):					
18. WORKING CONDITION					
Office Work		☒		☐	
Field Work		☐		☐	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Take charge in the protection, transfer and commercialization of technologies generated by VSU and other member agencies.					

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

Receives all the important documents, take charge of sending and receiving correspondence.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2-years studies in college	None required	None required	None

21e. Core Competencies**Competency Level**

Exemplifying Integrity and Professionalism
Delivering Service Excellence
Interpersonal Skills
Flexibility
Record Management
Computer Skills

Basic
Basic
Basic
Basic
Basic
Basic

21f. Leadership Competencies**Competency Level**

Attention to Detail
Achievement Orientation
Communication Skills

Basic
Basic
Basic

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

Percentage of Working Time	(State the duties and responsibilities here:)	(Indicate the required Competency Level here)
40%	Receives all the important documents, take charge of sending and receiving correspondence, as well as greeting clients and customers.	
40%	Facilitate all the papers needed in the office; took charge of encoding important papers needed by my immediate supervisor.	
10%	Managing and distributing information within the office. This generally includes answering phones.	
10%	Do other jobs assigned by direct supervisor.	

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.


MARILOU L. STA IGLESIA
Employee's Name, Date and Signature


MARIA JULIET C. CENIZA
Supervisor's Name, Date and Signature