

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

3

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

STATE UNIVERSITY & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

OVPREI

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

P693.86/day

ACA/PERA P2,000.00

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

ITEM NUMBER

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

17b. External

Occasional

Frequent

Executive / Managerial

☐

☒

General Public

☒

☐

Supervisors

☒

☐

Other Agencies

☒

☐

Non-Supervisors

☒

☐

Others (Please Specify):

Staff

☒

☐

18. WORKING CONDITION

Office Work

☒

☐

Other/s (Please Specify)

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 and records all important documents, and takes charge of sending and receiving correspondence, as well as greeting clients and customers.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2-years course 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. Occupational Health and Safety Management- Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents.	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
50%	Receives and records all important documents, and takes charge of sending and receiving correspondence, as well as greeting clients and customers.	1
30%	Facilitates all necessary paperwork in the office; takes charge of encoding important documents required by my immediate supervisor.	1
10%	Manages the processing of payroll and appointments for all JOB Order personnel under OVPREI.	1
5%	Manages and distributes information within the office, which generally includes answering phones.	1
5%	Performs other tasks assigned by the 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


SANTIAGO T. PEÑA, JR.

Supervisor's Name, Date and Signature