

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			3. SALARY GRADE		
			3		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input checked="" type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
Visayas State University					
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
General Services Division			Office of the University Registrar		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
				P566.64/ day	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
UNIVERSITY REGISTRAR		VICE-PRESIDENT OF ACADEMIC AFFAIRS			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
<i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Computer, Database and Microsoft Offices					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
		Occasional	Frequent		
Executive / Managerial	<input checked="" type="checkbox"/>		<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Others (Please Specify):	<input type="checkbox"/>
Staff	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
18. WORKING CONDITION					
Office Work	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work	<input checked="" type="checkbox"/>		<input type="checkbox"/>		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Provision of General Services.					

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

Information Technology Support

Generate Data

Records Management

Supervise Student Assistant

21. QUALIFICATION STANDARDS

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

21e. Core Competencies	Competency Level
Exemplifying Integrity and Professionalism	2
Delivering Service Excellence	1
Interpersonal Skills	2
Flexibility	2
Record Management	1
Computer Skills	2


21f. Leadership Competencies	Competency Level
Attention to Detail	1
Achievement Orientation	2
Communication Skills	2

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	(Indicate the required)
30%	University Enrolment	2
25%	Maintain Registrar System	2
25%	Assist it generating Data	1
5%	Supervise student assistant	1
15%	Assist Instructor and student in using registrar system	2

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.


CHRISTIAN MIKHAEL B. RESTOR
Employee's Name, Date and Signature


MARWEN A. CASTAÑEDA
Supervisor's Name, Date and Signature