

**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**

**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**

ACCOUNTING OFFICE

**8. WORKSTATION / PLACE OF WORK**

VSU, Visca, Baybay City

**9. PRESENT APPROP ACT**

N/A

**10. PREVIOUS APPROP ACT**

N/A

**11. SALARY AUTHORIZED**

693.86/day

**12. OTHER**

ACA PERA - 2,000.00

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

OIC, Head Accounting Office

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

Director of Finance

**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, Photocopier, ledgers, Pen and Pencil

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

**17a. Internal**

**Occasional**

**Frequent**

**17b. External**

**Occasional**

**Frequent**

Executive / Managerial Supervisors  
Non-Supervisors  
Staff

☒  
☐  
☒  
☒

☐  
☐  
☒  
☒

General Public  
Other Agencies  
Others (Please Specify):

☐  
☒

☒  
☐

**18. WORKING CONDITION**

Office Work  
Field Work

☒  
☐

☐  
☐

Other/s (Please Specify)

**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)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
20%	1. Prepared/encode billings and balances of electricity, garbage, water and housing of regular & casual staffs for salary deductions in HRIS.	1
20%	2. Post monthly billings and payments of staffs, dormitories, staff dormitories & concessionaires to the individual ledgers. miscellaneous of	1
15%	3. Recap payments from report of collections, In-banks, fund transfer and	1
25%	4. Prepares monthly & quarterly schedule of accounts receivables with	1
5%	5. Prepares statement of accounts to be send to consumers.	1
5%	6. Assign billing number of all kinds of billings.	1
5%	7. Verify & check staff status that file clearances for, retirement, resignation renewal of contract, maternity & study leave.	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. VALENCERINA 12/6/24**  
Employee's Name, Date and Signature

  
**NICK FREDDY R. BELLO 12/6/24**  
Supervisor's Name, Date and Signature