

**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 VI**  
**(Clerk III)**

**2. ITEM NUMBER**

ADA6-99-2004

**3. SALARY GRADE**

6

**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 UNIVERSITIES & COLLEGES

**6. BUREAU OR OFFICE**

VISAYAS STATE UNIVERSITY

**7. DEPARTMENT / BRANCH / DIVISION**

VSU Laboratory High School

**8. WORKSTATION / PLACE OF WORK**

VSU, BAYBAY CITY, LEYTE

**9. PRESENT APPROP ACT**

**10. PREVIOUS APPROP ACT**

**11. SALARY AUTHORIZED**

**12. OTHER COMPENSATION**

18,957

ACA/PERA P2,000.00

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

Principal, VSU Laboratory High School

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

Dean, Faculty of Teacher Education

**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, logbook, pens, papers, telephone

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	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**

The VSULHS serves students by providing basic education in the secondary level.

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

Prepares all financial and personnel document (e. g. Reimbursement, liquidation, cash advance, stipend for scholars, DTR printing, vouchers, payroll, travel documents, report of actual teaching load, individual faculty workload, maintain and record file system, coordinate office and administrative activities particularly storing, retrieving, and integrating information, disseminate department meetings and seminars, assist faculty members in printing of grade sheets, and perform functions as assigned by the department head, receive and relay messages and phone calls for faculty and staff etc.)

**21. QUALIFICATION STANDARDS**

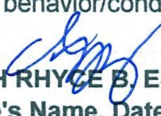

**21a. Education**

**21b. Experience**

**21c. Training**

**21d. Eligibility**



Completion of two years studies in college	Required	None Required	Career Serive (Sub-professional) First Level Eligibility
<b>21e. Core Competencies</b>			<b>Competency Level</b>
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
<b>21f. Functional Competencies</b>			<b>Competency Level</b>
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. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.			1
3. 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
4. Use of Information and Communications Technology (ICT) - Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.			1
5. 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
6. Waste Management - Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards			1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			
<b>Percentage of Working Time</b>	<b>Duties and Responsibilities</b>	<b>Competency Level</b>	
25%	Prepare all financial and personnel documents (e.g. Reimbursement, liquidation, cash advance, stipend for scholars, DTR printing, Vouchers, payroll, travel documents, etc.)	1	
10%	Maintain cleanliness and orderliness of the office and reception area	1	
25%	Prepare faculty report of actual teaching load, and individual faculty workload, recieves& relay messages, phone calls to faculty and staff	1	
25%	Maintain and record filing system of the office, assists faculty members personnel records, gradesheets printing, disseminate department meetings and seminars coordinate office and administrative activities particularly sorting, retrieving and integrating informations	1	
15%	Perform other functios as assigned by the department head.	1	
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>			
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>  <b>ASHIERAH RHYCE B. ESCO 07/28/2025</b>  Employee's Name, Date and Signature</p> </div> <div style="width: 45%;"> <p>  <b>REYMAR C. ORIA 07/28/2025</b>  Supervisor's Name, Date and Signature</p> </div> </div>			