

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

GRADE III

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

☐ Province
☒ City
☐ Municipality

☐ 1st Class
☐ 2nd Class
☐ 3rd Class

☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

6. BUREAU OR OFFICE

STATE UNIVERSITIES AND COLLEGES

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

8. WORKSTATION / PLACE OF WORK

INSTITUTE OF TROPICAL ECOLOGY AND ENVIRONMENTAL
MANAGEMENT (ITEEM), COLLEGE OF FORESTRY AND
ENVIRONMENTAL SCIENCE (CFES)

VSU, VISCA, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

14,125.10 ACA/PERA P2,000

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

DIRECTOR, ITEEM

DEAN, CFES

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

Calculator, compressor, scuba gears, slate board

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

To serve as an effective vehicle in tropical ecology for environmental restoration and protection as well as economic upliftment through relevant curricular offerings, generation of appropriate knowledge and technologies and establishment of linkages with concerned agencies locally and internationally.

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

To responsibly serve as administrative aide for the Aquatic Ecosystems Division (AED) and the University, in general.

21. QUALIFICATION STANDARDS

21a. Education

21b. Experience

21c. Training

21d. Eligibility

Completion of 2 years studies in college

None Required

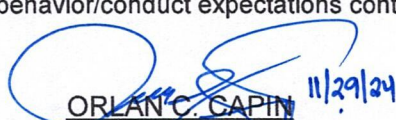
None Required

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. 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. 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

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
50%	• Works as laboratory technician in the AED Marine Laboratory, which includes the regular care and maintenance of the SCUBA diving gears and equipment; * Take charge on the maintenance of the Hatchery for Tilapia production; * SCUBA dives to assist in the Coastal Resource Management (CRM), artificial reef monitoring in the 5th district of Leyte, and other research and extension activities of the AED. * Incharge refill scuba tanks.	1
40%	* Takes charge of the AED archive; * Incharge on the refilling of scuba tanks; * Maintains the cleanliness of the Marine Laboratory, its offices and its surroundings; * Does messengerial tasks when necessary.	1
10%	* Performs other related jobs as assigned by the 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.	
 ORLAND C. CAPIN 11/29/24 Employee's Name, Date and Signature	 TEOFANES A. PATINDOL 12/02/24 Supervisor's Name, Date and Signature