Republic of the Philippines

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)	ADMINISTRATIVE AIDE III
2. ITEM NUMBER	3. SALARY GRADE
LS	3
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE G	OVERNMENTAL UNIT AND CLASS
☐ Municipality ☐ 3rd	Class 6th Class
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT	6. BUREAU OR OFFICE
VISAYAS STATE UNIVERSITY	ACCOUNTING OFFICE
7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF WORK
ACCOUNTING OFFICE	VSU, BAYBAY CITY, LEYTE
9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED 12. OTHER COMPENSATION
	P667.18/day ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR
HEAD, ACCOUNTING OFFICE	VPAF
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SU	
(if more than seven (7) list only POSITION TITLE	by their item numbers and titles)
Later gerthangav	ITEM NUMBER
C	D, MOUSE, INKPENS/MARKER, PAPERS, STAPLER, PAPER LIPS
17. CONTACTS / CLIENTS / STAKEHOLDERS	
17a. Internal Occasional Frequent Executive / Managerial □ □ Supervisors □ □ Non-Supervisors □ □ Staff □ □ 18. WORKING CONDITION	General Public Other Agencies Others (Please Specify):
Office Work	Other/s (Please Specify)
Field Work	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION O	F THE UNIT OR SECTION
Provides support services to the Accounting Office	

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

Posts payments/payrolls in their individual subsidiary ledgers and provide accounting entries. Prepares monthly list of Job Order and Casual tax deductions for remittance. Prepares summary list of deductions (CONSOL, Pag-ibig, Philhealth, VSUCC and other loans). Prepares monthly Job Order, Part-Timer and Casual/Contractual Pag-ibig Remittances.

	NDARDS		
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in Accounting or any related field	None Required but preferrably with experience in Accounting/Bookkeeping & related services	None Required	None Required
21e. Core Competencies			Competency Level
Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering			2
to ethical as well as moral principles, values, and standards of public office 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
Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers			
and clients, and work well in a team to achieve results			2
		es and adants one's thinking	
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
	ent - Promotes gender equality and women e	mnowerment to address gender-	
elated problems	into Tronotes gender equality and women e	impowerment to address gender-	1
21f. Functional Comp	etencies		Competency Level
	gement- Develops programs and projects, and	I mobilizes and manages	Competency Level
-	nan, in order to fully achieve the set objectives	-	1
	s/colleges/departments/centers in particular		
	agement- Applies and adapts records manage	ement standards related to the	
	which are conducted to achieve adequate and	1	1
	s and effective management of the university		·
Accounting Management- Mar	nages the processing of financial transactions	according to COA and DBM rules	
	rages are processing or intarioral a arroadents		
	books of accounts analyzing accounts and tir		
	books of accounts, analyzing accounts and tire	mely preparation and submission of	1
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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.

ELIZABETH D. PASA

Employee's Name, Date and Signature

NICK FREDDY R BELLO

NICK FREDDY R BELLO

Supervisor's Name, Date and Signature