



<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>Administrative Aide VI</div> <div>(Clerk III)</div>																																			
<div>2. ITEM NUMBER</div> <div>ADA6-111-2023</div>		<div>3. SALARY GRADE</div> <div>6</div>																																			
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div><div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div><div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div></div>																																					
<div>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</div> <div>STATE UNIVERSITIES & COLLEGES</div>		<div>6. BUREAU OR OFFICE</div> <div>VISAYAS STATE UNIVERSITY</div>																																			
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>OFFICE OF THE UNIVERSITY AND BOARD SECRETARY</div>		<div>8. WORKSTATION / PLACE OF WORK</div> <div>VSU, BAYBAY CITY, LEYTE</div>																																			
<div>9. PRESENT APPROP ACT</div>	<div>10. PREVIOUS APPROP ACT</div>	<div>11. SALARY AUTHORIZED</div> <div>18,957</div>	<div>12. OTHER COMPENSATION</div> <div>ACA/PERA P2,000.00</div>																																		
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>VSU, PRESIDENT</div>		<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>VSU, PRESIDENT</div>																																			
<div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <table><tr><td>POSITION TITLE</td><td>ITEM NUMBER</td></tr></table>				POSITION TITLE	ITEM NUMBER																																
POSITION TITLE	ITEM NUMBER																																				
<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>Computer, Scanner, Printer, Copier</div>																																					
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><tr><td colspan="2">17a. Internal</td><td>Occasional</td><td>Frequent</td><td colspan="2">17b. External</td><td>Occasional</td><td>Frequent</td></tr><tr><td>Executive / Managerial Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>General Public</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Other Agencies</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr><tr><td>Staff</td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Others (Please Specify):</td><td colspan="3"></td></tr></table>						17a. Internal		Occasional	Frequent	17b. External		Occasional	Frequent	Executive / Managerial Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):			
17a. Internal		Occasional	Frequent	17b. External		Occasional	Frequent																														
Executive / Managerial Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																														
Non-Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>																														
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):																																	
<div>18. WORKING CONDITION</div> <table><tr><td>Office Work</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr></table>								Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input type="checkbox"/>																							
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)																																		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>																																			
<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>Provides support services to the Board of Regents (BOR).</div>																																					
<div>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</div> <div>Maintains the filing system and documentation system of the office; Keeping a record of the Office's activities; Operates the computer by encoding and printing data from source documents; and Receives and records incoming communication; Releases outgoing communications; Releases outgoing communications; Receives Requests for Actions or Documents.</div>																																					
<div>21. QUALIFICATION STANDARDS</div> <table><tr><td>21a. Education</td><td>21b. Experience</td><td>21c. Training</td><td>21d. Eligibility</td></tr><tr><td>Completion of two years studies in college</td><td>None Required</td><td>None Required</td><td>Career Serive (Sub-professional) First Level Eligibility</td></tr></table>								21a. Education	21b. Experience	21c. Training	21d. Eligibility	Completion of two years studies in college	None Required	None Required	Career Serive (Sub-professional) First Level Eligibility																						
21a. Education	21b. Experience	21c. Training	21d. Eligibility																																		
Completion of two years studies in college	None Required	None Required	Career Serive (Sub-professional) First Level Eligibility																																		

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. 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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		
Percentage of Working Time	Duties and Responsibilities	Competency Level
30%	Maintains the filing system and documentation system of the office; Keeping a record of the Office's activities	1
15%	Operates the computer by encoding and printing data from source documents;	1
15%	Receives and records incoming communication; Releases outgoing communications; Releases outgoing communications; Receives Requests for Actions or Documents;	1
10%	Uploads BOR Resolutions to the Online Database;	1
10%	Assists in the preparation, packaging, and distribution of BOR documents; In-charge of attendance during activities of the university;	1
10%	Assists in the preparation, packaging, and distribution of BOR documents; Collaborates with and assists the OUBS team as needed;	1
5%	Performs required housekeeping and reports malfunction to supervisor; and	1
5%	Performs such other functions as may be directed	1
23. ACKNOWLEDGMENT AND ACCEPTANCE:		
<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; align-items: flex-end;"> <div style="text-align: center;">  ANTONIETA CORAZON D. ISRAEL Employee's Name, Date and Signature </div> <div style="text-align: center;">  HAZELLE V. ASALDO Supervisor's Name, Date and Signature </div> </div>		