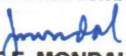



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title ADMINISTRATIVE AIDE IV (Clerk II)	
2. ITEM NUMBER VISCAB-ADA4-140-2004		3. SALARY GRADE 4	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE OFFICE OF THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS	
7. DEPARTMENT / BRANCH / DIVISION OFFICE OF THE VICE-PRESIDENT FOR ACADEMIC AFFAIRS		8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT	
11. SALARY AUTHORIZED		12. OTHER COMPENSATION	
P14,400.00		ACA/PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR VICE-PRESIDENT		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR PRESIDENT	
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, COPIER, LAPTOP, CALCULATOR			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal		17b. External	
Occasional Frequent	<input type="checkbox"/> <input checked="" type="checkbox"/>	Occasional Frequent	<input type="checkbox"/> <input checked="" type="checkbox"/>
Executive / Managerial Supervisors Non-Supervisors Staff	<input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	General Public Other Agencies Others (Please Specify):	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
18. WORKING CONDITION			
Office Work Field Work	<input checked="" type="checkbox"/> <input type="checkbox"/>	Other/s (Please Specify)	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Implements academic affairs functions of the University			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Administrative Services			
21. QUALIFICATION STANDARDS			
21a. Education Completion of 2 years studies in college	21b. Experience None Required	21c. Training None Required	21d. Eligibility C S (Subprofessional) 1ST Level
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 Savvy - 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
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. 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
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)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
35%	1. Review of the Individual Faculty Workload of all teaching staff (Main and External campuses), and make summary of faculty workload, and also encode data from the summary workload of main campus for PMT material.	1
15%	2. Updating/computation of subjects taught, FTE of all teaching staff of the main campus based on the actual teaching load submitted.	1
20%	3. Updating of CHED Forms (E1 and E2) of the faculty for the normative financing and for data basing of faculty (E1-form: Profile of SUC's Faculty (Secondary); E2-form: Profile of SUC's Tertiary Faculty)	1
15%	4. Reviews documents submitted for APB such as the projected workload and other supporting documents & notify requesting department if there documents are lacking for compliance.	1
10%	5. Perform the functions of the Deputy Document and Records Controller (dDRC) of the office by maintaining, retrieving and controlling of the controlled documents, assigning of document control numbers and other coding controls, coordinate and inform relevant personnel on any changes and ensuring the implementation of control of records. Filing of relevant records. Answer phone calls.	1
5%	6. Performs other functions of the office that the immediate supervisor will assign as the need arises.	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.		
 NELSIE F. MONDAL, 8/2/2021 Employee's Name, Date and Signature		 BEATRIZ S. BELONIAS, 8/2/2021 Supervisor's Name, Date and Signature