



REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

Administrative Aide V

2. ITEM NO.:

3. SALARY GRADE : V

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

<input type="checkbox"/> provincial	<input type="checkbox"/> 1 st class	<input type="checkbox"/> 5 th class
<input checked="" type="checkbox"/> city	<input type="checkbox"/> 2 nd class	<input type="checkbox"/> 6 th class
<input type="checkbox"/> municipality	<input type="checkbox"/> 3 rd class	<input type="checkbox"/> Special
	<input type="checkbox"/> 4 th class	

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT/BRANCH/DIVISION

8. WORKSTATION/PLACE OF WORK

VSU , Baybay

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

ACA PERA P 24,000/annum

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Engr. Unit Head

Director

15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles) None

16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK

hammer, carpentry tools

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	(x)	()	General Public	()	(x)
Supervisors	()	()	Other Agencies	(x)	()
Non Supervisors	(x)	(x)	Others (Please specify:	()	(x)
Staff	(x)	(x)	Admin Offices		

18. WORKING CONDITION

Office Work

(x)

Other/s (Please Speciy)

Field Work

()

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

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

21. QUALIFICATON STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
High School Graduate			

21e. CORE COMPETENCIES

Competency Level

1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1
21f. ORGANIZATIONAL COMPETENCIES	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1
6. Managing information - Collects, organizes & maintain data.	1
21g. TECHNICAL COMPETENCIES	Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. Records Management Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies. hammer, carpentry tools	1
22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.	1
22c. Perform other related tasks as may be assigned from time to time	1
23. ACKNOWLEDGMENT AND ACCEPTANCE	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
FELICPE MATICM Employee's Name, Date and Signature	MARIO LILIO P. VALENZONA Supervisor's Name, Date and Signature

High School Graduate