



REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

Administrative Aide I

2. ITEM NO.:

3. SALARY GRADE :

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

() provincial
(x) city
() municipality

() 1st class
() 2nd class
() 3rd class
() 4th class

() 5th class
() 6th class
() Special

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

7. DEPARTMENT/BRANCH/DIVISION

National Abaca Research Center

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

Director, NARC

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VP for Research and Extension

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

Metal lathe machine, Milling machine, welding, fabrication tools, etc.

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive/Managerial
Supervisors
Non Supervisors
Staff

()
()
(x)
(x)

()
()
(x)
(x)

General Public
Other Agencies
Others (Please specify:
Admin Offices

()
(x)
()

(x)
()
(x)

18. WORKING CONDITION

Office Work

()

Other/s (Please Speciy)

Field Work

(x)

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

Develops research proposals and conduct research and extension activities on abaca

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

Responsible for the fabrication of machine technologies and maintains NARC building

21. QUALIFICATON STANDARDS

21a. Education

21b. Experience

21c. Training

21d. Eligibility


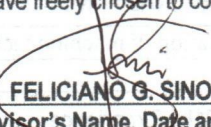
Completion of 2 year vocational
course

At least 2 years

Not required

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
Proficient in metal lathe and milling machine operation, welding and in machine fabrication	1
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.	
1. Fabricate bushings, reface and thread shaftings and other machine parts	1
2. Assists in the fabrication and assembling of machine prototypes	1
3. Assists in the evaluation of machine technologies	1
4. Assists in the repair and maintenance of office equipment, facilities, and buildings	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
22b 1. Assists in the technical evaluation of machine technologies	
22c. Perform other related tasks as may be assigned from time to time	1
Repairs and maintain office and fabrication equipment, facilities, and buildings	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.	
 EDWIN V. BAGARINAO Employee's Name, Date and Signature	 FELICIANO G. SINON Supervisor's Name, Date and Signature