

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)			<b>1. POSITION TITLE (as approved by authorized agency)</b> <b>with parenthetical title</b>  <b>ADMINISTRATIVE AIDE III</b>		
<b>2. ITEM NUMBER</b>			<b>3. SALARY GRADE</b>		
			SG-3		
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<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	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>			<b>6. BUREAU OR OFFICE</b>		
VISAYAS STATE UNIVERSITY					
<b>7. DEPARTMENT / BRANCH / DIVISION</b>			<b>8. WORKSTATION / PLACE OF WORK</b>		
ACCOUNTING OFFICE			VSU, Visca, Baybay City		
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>		<b>12. OTHER COMPENSATION</b>	
				ACA PERA P24,000/annum	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>		
ACCOUNTANT IV			DIRECTOR OF FINANCE		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
(if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE			ITEM NUMBER		
NONE			NONE		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
COMPUTER, PRINTER, CALCULATORS, LEDGERS, PEN AND PENCIL					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):	Admin. Offices	
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			
<b>18. WORKING CONDITION</b>					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
To control and monitor releases of DBM and research projects funded by other agencies.					

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

Prepares financial Reports and posts transaction under Fund 161.

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 yrs. Studies in College	None Required	None Required	CS Sub. Professional

**21e. Core Competencies****Competency Level**

Exemplifying Integrity and professionalism	Basic
Delivering Service Excellence	Basic
Interpersonal Skills	Basic
Flexibility	Basic
Records Mangement	Basic
Computer Skills	Basic

**21f. Functional Competencies****Competency Level**

Attention to Detail	Basic
Achievement Orientation	Basic
Communication Skills	Basic
Writing Skills	Basic
Presentation Skills	Basic
Influencing and building relationships	Basic

**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)****Competency Level**

Percentage of Working Time	(State the duties and responsibilities here:)	(Indicate the required Competency Level here)
5%	Records transactions under Fund 161.	Basic
10%	Post entries to General ledgers and special journals.	Basic
35%	Prepares and generates report under fund 161.	Basic
15%	Post & Computes depreciation of equipment for all funds (101, 101T-164 & 161).	Basic
25%	Posts income and expenses of projects to subsidiary ledgers.	Basic
10%	Prepares schedules of Account Receivables, Cash Advances & Other receivables.	Basic

**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.

  
**JHONAVEL R. CASTIL**

Employee's Name, Date and Signature

  
**ERLINDA S. ESGUERRA**

Supervisor's Name, Date and Signature