



REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

ADMINISTRATIVE AIDE IV

2. ITEM NO.: ADA4-125-2014

3. SALARY GRADE : IV

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

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

Chief Administration Officer

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

None

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

Computer, Printer, Scanner, Laptop, Photo copier and telephone

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive/Managerial
Supervisors
Non Supervisors
Staff

(x)
()
(x)
(x)

()
()
(x)
(x)

General Public
Other Agencies
Others (Please specify:
Admin Offices

()
(x)
()

(x)
()
(x)

18. WORKING CONDITION

Office Work

(x)

Other/s (Please Speciy)

Field Work

()

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

Perform and facilitate the over-all human resource management functions for recruitment, selection & promotion, performance management, learning and development and reward and recognition.

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

Do clerical works, maintain a updated record of development interventions granted to faculty, follows up progress of scholars and provide secretarial service and assists the training coordinator & ODAHRD Director in the planning, implementation & actual facilitation of in-house HRD Activities.

21. QUALIFICATION STANDARDS

21a. Education

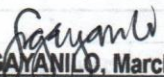

21b. Experience

21c. Training

21d. Eligibility

Completion of 2 years
studies in college

CSC Sub-Prof Eligibility

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
	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. Prepares Draft of OPCR & IPCR Targets, Annual Report and other reports of the office; and	1
2. Gathers evidences of office accomplishments and facilitates its display at the HR Accreditation Center	1
3. Performs ad hoc assignments as member or assists, the Director in performing regular ad hoc assignments.	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. Maintains a updated record of development interventions granted to faculty, follows up progress of scholars and provide secretarial services.	1
2. Assists the Training Coordinator & ODAHRD Director in the planning, implementation & actual facilitation of in-house HRD activities.	1
3. Performs 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.	
 MA. FE L. GAYANILLO, March 15, 2017 Employee's Name, Date and Signature	 LOURDES B. CANO, March 15, 2017 Supervisor's Name, Date and Signature