



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM)  ADMINISTRATIVE AIDE VI			
2. ITEM NO.: ViSCAB-ADA6-91-2004		3. SALARY GRADE : 6			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class		<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY			6. BUREAU OR OFFICE		
7. DEPARTMENT/BRANCH/DIVISION  BUDGET OFFICE			8. WORKSTATION/PLACE OF WORK  VSU , Baybay		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	
				14,340 /mo	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR  ADMINISTRATIVE OFFICER V		12. OTHER  2,000 /mo			
14. POSITION TITLE OF NEXT HIGHER SUPERVISOR  DIRECTOR OF FINANCE					
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, CALCULATOR,PRINTER					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive/Managerial Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Non Supervisors		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
Staff		<input type="checkbox"/>		<input type="checkbox"/>	
17b. External		Occasional		Frequent	
General Public		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Other Agencies		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Others (Please specify: Admin Offices		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
18. WORKING CONDITION					
Office Work		<input checked="" type="checkbox"/>		Other/s (Please Speciy)	
Field Work		<input type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION  Drafts guidelines for budget preparation. Prepares and submits work and financial plan & other budgetary requests and physical and financial data reports. Controls appropriation and allotment per project/program/activity.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)  Control and obligate financial documents.					
21. QUALIFICATON STANDARDS					
21a. Education		21b. Experience		21c. Training	
JUNIOR SECRETARIAL		2YRS OF RELEVANT TRAINING		4HRS. OF RELEVANT TRAINING	
				21d. Eligibility	
				CSC SUB-PROFESSIONAL	
21e. CORE COMPETENCIES					Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules					1

<b>2. Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.		1
<b>3. Solving Problems and Making Decisions</b> 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
<b>21f. FUNCTIONAL COMPETENCIES</b>		<b>Competency Level</b>
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.		1
2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials		1
3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work		1
4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.		1
<b>21g. TECHNICAL COMPETENCIES</b>		<b>Competency Level</b>
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
<b>Percentage of Time</b>	<b>(State the duties and responsibilities here)</b>	
30%	1.Records/Encodes daily, obligated Purchase Orders ,Vouchers, and Payrolls..	1
25%	2.Controls office/centre/dept. Sub-allotment under General Fund.	1
25%	3..Obligates vouchers, purchase orders and payrolls and files OBR and vouchers copy under Fund 101.	1
10%	4.Earmarks Job Orders, Contract of Services, Purchase Requests, RIS and fund transfer under Fund 101	1
5%	5. Generates daily obligation from Budget Allocation and Obligation Management (BAOM)	1
5%	6. Generates monthly, quarterly & year-end status of funds	1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>		
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.		
 <b>EDERLINA S. DIANO</b> Employee's Name, Date and Signature		 <b>MYRNA S. PANCITO</b> Supervisor's Name, Date and Signature