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| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 | | 1. POSITION TITLE (as approved by authorized agency) with parenthetical title | |
| | | ADMINISTRATIVE AIDE III (Clerk I) | |
| 2. ITEM NUMBER | | 3. SALARY GRADE | |
| LS | | 3 | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS | | | |
| <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 | | | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT | | 6. BUREAU OR OFFICE | |
| STATE UNIVERSITY & COLLEGES | | VISAYAS STATE UNIVERSITY | |
| 7. DEPARTMENT / BRANCH / DIVISION | | 8. WORKSTATION / PLACE OF WORK | |
| UNIVERSITY REGISTRAR | | VSU, BAYBAY CITY, LEYTE | |
| 9. PRESENT APPROP ACT | 10. PREVIOUS APPROP ACT | 11. SALARY AUTHORIZED | 12. OTHER COMPENSATION |
| N/A | | P 14,125.00 | P90.90/day |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | |
| UNIVERSITY REGISTRAR | | VP FOR ACADEMIC AFFAIRS | |
| 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED | | | |
| (if more than seven (7) list only by their item numbers and titles) | | | |
| POSITION TITLE | | ITEM NUMBER | |
| 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK | | | |
| Computer, Printer, Camera , Laptop, Photocopier | | | |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS | | | |
| 17a. Internal | Occasional | Frequent | 17b. External |
| Executive / Managerial | <input checked="" type="checkbox"/> | <input type="checkbox"/> | General Public |
| Supervisors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other Agencies |
| Non-Supervisors | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Others (Please Specify): |
| Staff | <input type="checkbox"/> | <input checked="" type="checkbox"/> | |
| 18. WORKING CONDITION | | | |
| Office Work | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other/s (Please Specify) |
| Field Work | <input checked="" type="checkbox"/> | <input type="checkbox"/> | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION | | | |
| Provision of General Services | | | |

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

Support Students Management Records System and Data Analytics & Reports

21. QUALIFICATION STANDARDS

| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
|--|-----------------|---------------|--|
| Completion of 2 years studies in college | None Required | None Required | CS (Subprofessional) First Level Eligibility |

21e. Core Competencies**Competency Level**

1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems

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21f. Functional Competencies**Competency Level**

1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular
2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.
3. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.
4. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.
5. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.

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

| Percentage of Working Time | (State the duties and responsibilities here:) | | |
|----------------------------|---|---|--|
| 30% | 1. Takes charge of the enrollment preparations and prepares class and examination schedules | 1 | |
| 15% | 2. Generates requested reports | 1 | |
| 20% | 3. Updates class rosters and grade sheets in the database | 1 | |
| 15% | 4. Facilitates the issuance of VSU Official identification (ID) of students and staff | 1 | |
| 20% | 5. Facilitates queries from different online medium | 1 | |

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.


APRIL ANN O. MONTALBAN
 Employee's Name, Date and Signature


MARWEN A. CASTAÑEDA
 Supervisor's Name, Date and Signature