

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title ADMIN. AIDE I	
2. ITEM NUMBER		3. SALARY GRADE	
ADA1-177-2004		SG-1	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipalit		<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 checked="" type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY (VSU)			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
DEPARTMENT OF TEACHER EDUCATION		VSU, BAYBAY CITY, LEYTE	
9. PRESENT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
13. POSITION TITLE OF IMMEDIATE		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
DEPARTMENT HEAD		COLLEGE DEAN	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
<i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
COPY PRINTER, PHOTOCOPIER, BINDER, LAWN MOWER			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	General Public
Non-Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
		<input checked="" type="checkbox"/>	Others (Please Specify):
		<input type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input 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			
PROVIDES SUPPORT SERVICES TO THE INSTRUCTION, RESEARCH & EXTENSION			

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

PROVIDES SUPPORT SERVICES TO THE INSTRUCTION, RESEARCH & EXTENSION FUNCTIONS OF THE UNIT

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
ELEMENTARY SCHOOL GRADUATE	NON REQUIRED	NON REQUIRED	NON REQUIRED
21e. Core Competencies			Competency Level
Exemplifying Integrity & Professionalism Delivering Service Excellence Interpersonal Skills Flexibility Records Management Computer Skills			Basic Competency Basic Competency Basic Competency Basic Competency
21f. Leadership Competencies			Competency Level
N/A			(Indicate the required Competency Level here)
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
30%	Delivers & coordinates memos, communication and other documents for and in behalf of the Head/College Dean.		1
30%	Provides messengerial services and maintaining cleanliness of the offices.		1
15%	Risograph lms, exams, evaluation form and AACCUP documents.		1
15%	Entertains clients and stakeholders and ensure that their concerns are acted to by faculty.		1
10%	Performs other related tasks as maybe assigned from time to time.		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.


RANDY S. VALENZONA 6/8/2020
Employee's Name, Date and Signature


BAYRON S. BARREDO, 06-16-2020
Supervisor's Name, Date and Signature