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| <div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div> | | | 1. POSITION TITLE (as approved by authorized agency) with parenthetical title | | |
| | | | ADMINISTRATIVE AIDE III | | |
| 2. ITEM NUMBER | | | 3. SALARY GRADE | | |
| | | | 3 | | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS | | | | | |
| <input type="checkbox"/> Province | | <input type="checkbox"/> 1st Class | | <input type="checkbox"/> 5th Class | |
| <input checked="" type="checkbox"/> City | | <input type="checkbox"/> 2nd Class | | <input type="checkbox"/> 6th Class | |
| <input type="checkbox"/> Municipality | | <input type="checkbox"/> 3rd Class | | <input type="checkbox"/> Special | |
| <input type="checkbox"/> 4th Class | | | | | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT | | | 6. BUREAU OR OFFICE | | |
| VISAYAS STATE UNIVERSITY | | | UDRRMSSO | | |
| 7. DEPARTMENT / BRANCH / DIVISION | | | 8. WORKSTATION / PLACE OF WORK | | |
| UDRRMSSO | | | VSU, BAYBAY CITY, LEYTE | | |
| 9. PRESENT APPROP ACT | 10. PREVIOUS APPROP ACT | 11. SALARY AUTHORIZED | 12. OTHER COMPENSATION | | |
| | | P642.05 / day | P90.90/day | | |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | | |
| HEAD, UDRRMSSO | | | VP Admin and Finance | | |
| 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 | | | | | |
| DESKTOP COMPUTER, PRINTER | | | | | |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS | | | | | |
| 17a. Internal | | Occasional | Frequent | 17b. External | |
| | | | | Occasional | Frequent |
| Executive / Managerial | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | General Public | <input type="checkbox"/> |
| Supervisors | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other Agencies | <input checked="" type="checkbox"/> |
| Non-Supervisors | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Others (Please Specify): | <input type="checkbox"/> |
| 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 type="checkbox"/> | <input type="checkbox"/> | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION | | | | | |
| Provides support services to the UDRRM Head | | | | | |

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| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) | | | |
| Prepares all the financial documents and personnel documents needed by the office, follow-up documents submitted, sort-out incoming communication letters and other ISO documented files as well as assigning of document numbers and other coding controls for easy locating and tracking of files. | | | |
| 21. QUALIFICATION STANDARDS | | | |
| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
| Completion of 2 years studies in college | None Required | None Required | Career Service(Sub professional) 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 |
| 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction | | | 2 |
| 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; | | | 2 |
| 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results | | | 2 |
| 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. | | | 2 |
| 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems | | | 1 |
| 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 | | | 1 |
| 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. | | | 1 |
| 3. Procurement Management- Effectively undertakes procurement planning, programming, project management, and requirement specifications to facilitate achievement of organisational or agency program of work, goals and targets. Procurement should support plans, goals and targets such that acquisitions are undertaken within the specific acceptable timetable, budget and to appropriate specifications. The approved Annual Procurement Plan authorises and guides the procurement activities of the agency for the year. | | | 1 |
| 4. 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. | | | 1 |
| 5. 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. | | | 1 |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | | Competency Level |
| Percentage of Working Time | (State the duties and responsibilities here:) | | |
| 35% | 1. Prepares message drafts for the Head of UDRRM and assist report preparation for the office. | | 1 |
| 35% | 2. Prepared all financial and personnel documents, received incoming documents and relay to the concerned staff | | 1 |
| 20% | 3. Follow-up documents submitted. Sort and filed important controlled documents. | | 1 |
| 10% | 4. Performs other function as assigned by superiors and other staff. | | 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. | | | |
| JEMUEL A. OCAÑADA 6/17/24 Employee's Name, Date and Signature | | JULIUS V. ABELA 6/27/24 Supervisor's Name, Date and Signature | |