
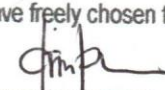
 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM)	
		ADMINISTRATIVE AIDE IV	
2. ITEM NO.: <u>VISCAD-ADA4-150-2004</u>		3. SALARY GRADE : SALARY GRADE 4	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY			
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
DEPARTMENT OF FOREST SCIENCE		VSU , BAYBAY	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		145,860.00 P.A.	ACA PERA P 24,000/annum
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
DEPARTMENT HEAD		COLLEGE DEAN	
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, PHOTOCOPYING MACHINE, TELEPHONE, BALLPEN			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	(x)	()	General Public
Supervisors	()	(x)	Other Agencies
Non Supervisors	(x)	(x)	Others (Please specify:
Staff	(x)	(x)	Admin Offices
18. WORKING CONDITION			
Office Work	(x)	Other/s (Please Specify)	
Field Work	()		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
IMPLEMENTS THE APPROVED DEGREE PROGRAMS			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
1. PERFORM ADMINISTRATIVE RELATED FUNCTIONS 2. PARTICIPATE IN THE CO-CURRICULAR ACTIVITIES OF THE DEPARTMENT. 3. PERFORM OTHER FUNCTIONS ASSIGNED BY THE DEAN, DEPARTMENT HEAD AND FACULTY.			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
COMPLETION OF 2 YEARS STUDIES IN COLLEGE	NONE REQUIRED	NONE REQUIRED	CSSP 1 ST LEVEL

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
PROVIDES SUPPORT AND CLERICAL SERVICES FOR DEPARTMENT FOREST SCIENCE FACULTY AND STAFF.		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
22a. Records Management Demonstrate 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 and final copies of communications, financial matters and other office related-documents.		1
2. Receives, controls and releases records and office documents such as Purchase requests, travel orders, trip tickets, and other documents.		1
3. File and retrieve communications, memos and other official records		1
4. Provides frontline services by answering queries and requests from students and other clients		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.		
22b 1. Encodes instructional materials, reproduces test questions, handouts and syllabi.		1
22c. Perform other related tasks as may be assigned from time to time		
22c Follow-up documents for the department		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.		
 PEARL P. VISTAL 9/5/2017 Employee's Name, Date and Signature		 DENNIS P. PEQUE 9/5/2017 Supervisor's Name, Date and Signature