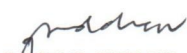



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM)  ADMINISTRATIVE AIDE VI	
2. ITEM NO.: VISCAB-ADA6-83-2004		3. SALARY GRADE : 6	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> 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	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		VSU, Baybay City, Leyte	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
LEGAL OFFICE		VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P	ACA PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
ATTORNEY IV		EXECUTIVE ASSISTANT	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
none			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Computer, Printer, Calculator, scanner, copier, pens			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	( )	( )	General Public
Supervisors	(X)	(x)	Other Agencies
Non Supervisors	(X)	(x)	Others (Please specify:
Staff	(X)	(x)	Admin Offices
			Occasional
			Frequent
			( )
			(x)
			( )
			(x)
18. WORKING CONDITION			
Office Work	(x)	Other/s (Please Specify)	
Field Work	( )		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Provides legal services, Land Management and Monitoring to the University			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Provides support services and documents for legal action of the University Legal Officer.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	1 year of relevant experience	4 hours of relevant training	C S (Sub -professional)1 <sup>ST</sup> Level



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 Savvy - Effectively delivers messages that simply focus on facts or information;	2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, 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, behavior and style appropriately in dealing with change.	1
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues	
<b>21f. FUNCTIONAL COMPETENCIES</b> (refer – competency mapping appropriate to position –delete this after filling up)	<b>Competency Level</b>
1. <b>Administrative Services Management</b> - 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. <b>Documents and Records Management</b> - 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. <b>Facilitation</b> - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	1
4. <b>Process Management</b> - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.	1
5. <b>Monitoring and Evaluation</b> - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.	1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>	<b>Competency Level</b>
<b>50% 22a. Records Management</b> Demonstrate basic skills and knowledge information technology. Applies basic understanding and requires Assistance to apply technical skills and display limited knowledge of technologies 1. Provides frontline services by answering queries and request from students, faculty and staff of other units 2. Prepares legal documents (MOAs, affidavits, contracts, etc.) and facilitates its notarization. 3. Takes charge of legal records of cases and other documents. 4. Records documents in three sets of notarial books and affixing/checking each documents as to dates, valid IDs, notarial register, etc. 5. File/binds case records and other legal documents. 6. Receives/releases communications, comments, affidavits and other legal documents.	2 2 2 2 2 2
<b>20% 22b. Information Technology.</b> Demonstrate basic skills and knowledge in Information Technology. Applies basic understanding and requires Assistance to apply technical skills and display limited knowledge of technologies	2
<b>20% 22b1</b> 1. Drafts MOA, Affidavits, contracts, notices, and other documents needed by the Legal Officers.	2
<b>10% 22c Perform other related tasks as maybe assigned from time to time.</b> 1. Follow-up documents for the office 2. Prepares notices of meetings	1 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>GILDA D. DURAN</b> Employee's Name, Date and Signature	 <b>ATTY. RYSAN C. GUINOCOR</b> Supervisor's Name, Date and Signature