

<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>			<div>1. POSITION TITLE (as approved by authorized agency)</div> <div>with parenthetical title</div> <div>ADMINISTRATIVE AIDE III (Utility)</div>																																
<div>2. ITEM NUMBER</div> <div>VISCAB-ADA3-196-2004</div>			<div>3. SALARY GRADE</div> <div>3</div>																																
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div><div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Clazss</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div><div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div></div>																																			
<div>5. DEPARTMENT, CORPORATION OR AGENCY/</div> <div>LOCAL GOVERNMENT</div> <div>VISAYAS STATE UNIVERSITY</div>			<div>6. BUREAU OR OFFICE</div> <div>INSTITUTE OF HUMAN KINETICS</div>																																
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>INSTITUTE OF HUMAN KINETICS</div>			<div>8. WORKSTATION / PLACE OF WORK</div> <div>VSU, BAYBAY CITY, LEYTE</div>																																
<div>9. PRESENT APPROP ACT</div>		<div>10. PREVIOUS APPROP ACT</div>		<div>11. SALARY AUTHORIZED</div> <div>P 13,000/ mo</div>																															
<div>12. OTHER COMPENSATION</div>																																			
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>DIRECTOR</div>			<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>COLLEGE DEAN</div>																																
<div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <div>ADMIN AIDE III</div>																																			
<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>HAMMER, TAPE MEASURE, SAW, GRASS CUTTER AND WELDING MACHINE</div>																																			
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><tr><td>17a. Internal</td><td>Occasional</td><td>Frequent</td><td>17b. External</td><td>Occasional</td><td>Frequent</td></tr><tr><td>Executive / Managerial</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>General Public</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Other Agencies</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Others (Please Specify):</td><td colspan="2"></td></tr><tr><td>Staff</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td colspan="2"></td></tr></table>						17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):			Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
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<div>18. WORKING CONDITION</div> <table><tr><td>Office Work</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td>Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr></table>						Office Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
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<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>Provides support services to the facultyy and staff</div>																																			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Provides support in terms of maintaining the cleanliness of the area and messengerial activities.			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
High School Graduate	None Required	None Required	None Required
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			4
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction			4
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;			3
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results			4
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.			4
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems			4
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			5
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.			4
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
50%	1.Maintaining the cleanliness of the area.		5
25%	2. Keeping of necessary equipments and materials in the deparment.		4
15%	3. Messengerial Activities		4
10%	4. Other works by the Department Head		4
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.			
JOSE ROLDAN GARCIA 6/25/24		ANDREW A. MAZO 6/26/24	
Employee's Name, Date and Signature		Supervisor's Name, Date and Signature	