	REPUBLIC OF THE PHILIPPINES **JOB DESCRIPTION FORM**	**1. POSITION TITLE (as authorized by DBM)** ADMIN. AIDE IV

2. ITEM NO.: VISCAB-ADA 4-12A-2004	**3. SALARY GRADE :** 4

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS

() provincial (x) city () municipality	() 1st class () 2nd class () 3rd class () 4th class	() 5th class () 6th class () Special

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT	**6. BUREAU OR OFFICE**
VISAYAS STATE UNIVERSITY	GSD

7. DEPARTMENT/BRANCH/DIVISION	**8. WORKSTATION/PLACE OF WORK**
PPO / OUPRE	VSU , Baybay

9. PRES, APPROP ACT	**1. PREV. APPROP ACT**	**11. SALARY AUTHORIZED**	**12. OTHER**
		P 145,860.00	ACA PERA P 24,000/annum

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**
VP for Research & Extension	

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

GL Grandia Toyota, Heavy Equipment - Porklift, Bus

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	**Occasional**	**Frequent**	**17b. External**	**Occasional**	**Frequent**
Executive/Managerial	(x)	( )	General Public	( )	(x)
Supervisors	( )	( )	Other Agencies	(x)	( )
Non Supervisors	(x)	(x)	Others (Please specify:	( )	(x)
Staff	(x)	(x)	**Admin Offfices**		

18. WORKING CONDITION

Office Work	(x)	Other/s (Please Speciy)
Field Work	( )	

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Fetch & conduct university guests, faculty & project team, monitoring & maintenance

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

Responsible in monitoring & maintenance of assigned vehicle

21. QUALIFICATON STANDARDS

21a. Education	**21b. Experience**	**21c. Training**	**21d. Eligibility**
Graduate Automotive Mechanics	Driving		

21e. CORE COMPETENCIES	NC₂ Driving	**Competency Level**

	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.	
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
	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
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. Operate university motorcycle/Vehicle	1
22c. Perform other related tasks as may be assigned from time to time	1
22c Maintain assigned motor vehicle & prepare monthly operation report. Maintain and clean.	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.

ALBERTO M. BANAYAG 8/24/17
Employee's Name, Date and Signature

OTHELLO B. CAPUNO 8/24/17
Supervisor's Name, Date and Signature