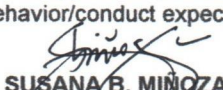
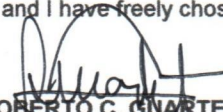


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)			1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center; padding: 10px;"> ADMINISTRATIVE AIDE IV </div>		
2. ITEM NUMBER <div style="text-align: center; padding: 10px;"> VISCAB-ADA4-129-2004 </div>			3. SALARY GRADE <div style="text-align: center; padding: 10px;"> 4 </div>		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY			RENEWABLE ENERGY RESEARCH CENTER		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
RENEWABLE ENERGY RESEARCH CENTER			VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT		10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED	
				P12, 674.00 ACA/PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
DIRECTOR			DEAN		
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, CAMERA, WRITING TOOLS AND PAD					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
		Occasional	Frequent		
Executive / Managerial		<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	
Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	
Non-Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):	
Staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
18. WORKING CONDITION					
Office Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Conduct relevant researches in new and renewable energy technologies and promote the same for countryside development in the Visayas					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Provide effective and efficient support services to the operations of the Center					

21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	C S (Subprofessional) 1ST 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, 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. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives			1
4. Process Management - 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. Monitoring and Evaluation - 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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
50%	1. Perform the day-to-day duties and responsibilities of an administrative staff in support to the operations of the Renewable Energy Research Center (RERC)		1
10%	2. Maintain and update the Records and Documents of RERC following the ISO9001:2015 standard		1
10%	3. Provide administrative support in the maintenance of the RERC building and its facilities following the 5S principles		1
20%	4. Assist in the preparation of research results, annual reports, IEC materials, and related documents of the RERC		1
5%	5. Entertain visitors and clients of RERC and assist their needs		1
5%	6. Do other related activities as required by the RERC Director		1
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  SUSANA B. MINOZA Employee's Name, Date and Signature </div> <div style="text-align: center;">  ROBERTO C. GUARTE Supervisor's Name, Date and Signature </div> </div>			