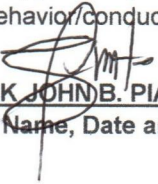| Republic of the Philippines **POSITION DESCRIPTION FORM** **DBM-CSC Form No. 1** (Revised Version No. 1 , s. 2017)	**1. POSITION TITLE (as approved by authorized agency)** **with parenthetical title**
	ADMINISTRATIVE AIDE III

2. ITEM NUMBER	**3. SALARY GRADE**
VISCAB-ADA3-6-2016	3

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

☐ Province ☑ 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	SPPMO

7. DEPARTMENT / BRANCH / DIVISION	**8. WORKSTATION / PLACE OF WORK**
Procurement Division	VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT	**10. PREVIOUS APPROP ACT**	**11. SALARY AUTHORIZED**	**12. OTHER COMPENSATION**
		P11, 914.00	ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**
HEAD, SPPMO	VPAF

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

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	☑	☐	General Public	☐	☑
Supervisors	☑	☐	Other Agencies	☑	☐
Non-Supervisors	☐	☑	Others (Please Specify):		
Staff	☐	☑			

18. WORKING CONDITION

	Occasional	Frequent	
Office Work	☐	☑	Other/s (Please Specify)
Field Work	☐	☐	

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

Provides support services to the SPPMO Head

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

Monitoring the incoming and outgoing of construction materials to be used in VSU projects, monitor status of Purchase Orders (Goods) for procurement thru public bidding and alternative method, follow up deliveries of goods from suppliers, and performs other function as assigned by superiors and other office staff.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	Career Service(Sub professional) First Level Eligibility

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 Savy - 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. Procurement Management- Effectively undertakes procurement planning, programming, project management, and requirement specifications to facilitate achievement of organisational or agency program of work, goals and targets. Procurement should support plans, goals and targets such that acquisitions are undertaken within the specific acceptable timetable, budget and to appropriate specifications. The approved Annual Procurement Plan authorises and guides the procurement activities of the agency for the year.	1
4. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.	1
5. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
30%	1. Monitor incoming and outgoing materials needed for VSU projects and	1
40%	2. Monitor status of Purchase Orders (Goods) for procurement thru public bidding and alternative method.	1
20%	3. Follow up deliveries of goods from suppliers and facilitates deliveries.	1
10%	4. Performs other function as assigned by superiors and other office staff.	1

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.

PATRICK JOHN B. PIAMONTE
Employee's Name, Date and Signature

ALICIA M. FLORES
Supervisor's Name, Date and Signature