
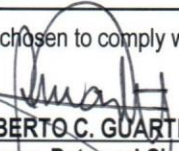
 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM)	
		ADMINISTRATIVE AIDE IV	
2. ITEM NO.: <u>ViSCAB-ADA4-131-2004</u>		3. SALARY GRADE : 4	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	
		<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY			
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
OFFICE OF THE DEAN-COLLEGE OF ENGINEERING		VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P 139,896.00	ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Dean, College of Engineering		Office of the Vice President for Instruction	
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			
Computer, printer, calculator, log book, ballpen, scanner, bond paper, stapler			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	(x)	()	General Public
Supervisors	()	(x)	Other Agencies
Non Supervisors	()	(x)	Others (Please specify:
Staff	()	(x)	Admin Offices
			Occasional
			Frequent
			(x)
			()
			(x)
18. WORKING CONDITION			
Office Work	(x)	Other/s (Please Speciy)	
Field Work	()		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Implements the Engineering program and do research and extension			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Provides clerical and support function to instruction, research and extension functions of the college			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None required	None required	CSSP 1 ST LEVEL
21e. CORE COMPETENCIES			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.		1
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
Provides support and clerical services for the Office of the Dean-College of Engineering		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
22a. Records Management Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.		
1. Prepares draft communications and other documents for and in behalf of the college dean.		1
2. Receives, controls and releases records and office documents such as purchase requests, travel vouchers, trip tickets, and other documents.		1
3. Maintains office records by sorting, binding and filling the same for efficient reference, search and retrieval.		1
4. Prepares transmittal list of communication documents for records purposes.		1
5. Provides frontline services by answering queries and request from students and other clients.		1
22b. Information Technology. 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. Encodes instructional materials, reproduces test questions, handouts and syllabi.		1
22c. Perform other related tasks as may be assigned from time to time 22c 1 Follow up documents for the department		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.		
 MICHELLE A. BORLEO Employee's Name, Date and Signature		 ROBERTO C. GUARTE Supervisor's Name, Date and Signature