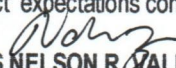
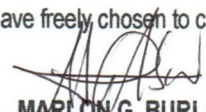


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) Administrative Aide V	
2. ITEM NO.: VISCA-ADA5-63-2004		3. SALARY GRADE : 5	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> 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	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		IDBMU	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
GENERAL SERVICES DIVISION		VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P14,077.00/ mo.	ACA PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
ENGINEER-II		DIRECTOR	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
None			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
BRUSH, ROLLER, SPATULA, SPRAY GUN			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors	()	()	General Public
Non Supervisors	()	()	Other Agencies
Staff	()	(x)	Others (Please specify: Admin Offices)
	()	(x)	
18. WORKING CONDITION			
Office Work	()	Other/s (Please Specify)	
Field Work	()		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Painter General Services Division			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Repair and Maintenance of VSU Offices Furniture and Buildings			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary School Graduate	None required	None required	MC 10, 2013 Cat. II, (painter)
21e. CORE COMPETENCIES			Competency Level
1. Exemplifying integrity and Professionalism-demonstrates high standards of professional behaviour, adhering to ethical as well as 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			2

and clients and work well in a team achieve results;		
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 and issues;	2
21f. FUNCTIONAL COMPETENCIES		Competency Level
1.	Critical Thinking and Problem Solving- Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment;	1
2.	Occupational Health and Safety and Management- Ensures implementation of effective health and safety of works in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents;	1
3.	Risk Management-Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk;	1
4.	Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholder's 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
21g. TECHNICAL COMPETENCIES		Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Time	(State the duties and responsibilities here)	
50%	1. Responsible for mixing, matching and applying paint various surfaces, completing touch ups and coordinating large painting project.	1
40%	2. Scrape, sanding paper, prime of seal surfaces prior to paint.	1
10%	3. Clean up all equipment, including spray guns.	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.		
 NICOLAS NELSON R. VALENZONA Employee's Name, Date and Signature		 MARLON G. BURLAS Supervisor's Name, Date and Signature