

**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**

LS

**3. SALARY GRADE**

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**

STATE UNIVERSITY & COLLEGES

**6. BUREAU OR OFFICE**

VISAYAS STATE UNIVERSITY

**7. DEPARTMENT / BRANCH / DIVISION**

ACCOUNTING OFFICE

**8. WORKSTATION / PLACE OF WORK**

VSU, BAYBAY CITY, LEYTE

**9. PRESENT APPROP ACT**

**10. PREVIOUS APPROP ACT**

**11. SALARY AUTHORIZED**

**12. OTHER COMPENSATION**

P693.86/day

ACA/PERA P2,000.00

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

HEAD, ACCOUNTING OFFICE

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

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, PRINTER/SCANNER, KEYBOARD, MOUSE, INKPENS/MARKER, PAPERS, SCISSOR, RULER  
STAPLER, PAPER CLIPS

**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**

Office Work

☐

☒

Other/s (Please Specify)

Field Work

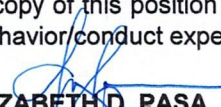
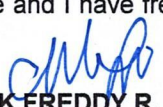
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**19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION**

Provides support services to the Accounting Office



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
<p>Prepares monthly tax withheld, process online payments of taxes and consolidate reports of tax remitted monthly. Generates reports from payroll system and prepares monthly remittances intended to GSIS, PhilHealth, Pag-IBIG, Globe, PHILAM, VSUCC, VSU-FA and others for regular and casual employees. Prepares disbursement vouchers, Obligation Request and Status (ORS) or Budget Utilization Request and Status (BURS) for remittances to different agencies. Process online filing of alphalist of payees for supplier (1604-E) and employees (1604-C) and produce printed and scanned copy of BIR 2316 for all employees.</p>			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in Accounting or any related field	None Required but preferably with experience in Accounting/Bookkeeping & related services	None Required	None Required
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. Accounting Management- Manages the processing of financial transactions according to COA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances, petty cash, and other personnel cash emoluments, and receives collectibles/ payments in accordance with relevant rules and regulations.			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)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
60%	Generates reports from payroll system and prepares monthly remittances intended to GSIS, PhilHealth, Pag-IBIG, Globe, PHILAM, VSUCC, VSU-FA and others for Regular, PCC and Casual-Contractual employees.	1	
25%	Prepares reports of monthly tax withheld, process online payments of all withheld taxes and consolidate reports of tax remitted with proof of payments.	1	
10%	Process annual filing of alphalist of payees for supplier (1604-E) and employees (1604-C) and produce printed and scanned copy of BIR 2316 for all employees.	1	
5%	Performs other function as assigned by superiors and other office staff.	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>			
 <b>ELIZABETH D. PASA</b> Employee's Name, Date and Signature		 <b>NICK FREDDY R. BELLO</b> Supervisor's Name, Date and Signature	