



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; font-weight: bold;">ADMINISTRATIVE AIDE III</div>																															
2. ITEM NUMBER <div style="text-align: center;">ADA4 - 186 - 2004</div>		3. SALARY GRADE <div style="text-align: center;">SG-3</div>																															
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>																																	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>		6. BUREAU OR OFFICE <div style="text-align: center;">OFFICE OF THE PRESIDENT</div>																															
7. DEPARTMENT / BRANCH / DIVISION <div style="text-align: center;">DEPARTMENT OF CIVIL ENGINEERING</div>		8. WORKSTATION / PLACE OF WORK <div style="text-align: center;">VSU, BAYBAY CITY, LEYTE</div>																															
9. PRESENT APPROP ACT <div style="text-align: center;">NA</div>	10. PREVIOUS APPROP ACT <div style="text-align: center;">NA</div>	11. SALARY AUTHORIZED <div style="text-align: center;">P14,678.00</div>	12. OTHER COMPENSATION <div style="text-align: center;">ACA/PERA P2,000.00</div>																														
13. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">DEPARTMENT HEAD</div>		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">COLLEGE DEAN</div>																															
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">POSITION TITLE</div> <div style="width: 45%;">ITEM NUMBER</div> </div>																																	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK DESKTOP COMPUTER, LAPTOP, PRINTER, BLUE BALLPEN, SCISSORS, BOND PAPER, PROCEDURE MANUAL, LOGBOOK, STAPLER, PAPER CLIPS, BINDING CLIPS ETC.																																	
17. CONTACTS / CLIENTS / STAKEHOLDERS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">17a. Internal</th> <th style="width: 15%;">Occasional</th> <th style="width: 15%;">Frequent</th> <th style="width: 25%;">17b. External</th> <th style="width: 15%;">Occasional</th> <th style="width: 15%;">Frequent</th> </tr> </thead> <tbody> <tr> <td>Executive / Managerial</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Other Agencies</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Non-Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Others (Please Specify):</td> <td colspan="2"></td> </tr> <tr> <td>Staff</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td colspan="2"></td> </tr> </tbody> </table>				17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):			Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
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18. WORKING CONDITION <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 30%;">Office Work</td> <td style="width: 15%; text-align: center;"><input type="checkbox"/></td> <td style="width: 15%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 40%;">Other/s (Please Specify)</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>				Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)	Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>																							
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19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides support services in administration, instruction, research and extension to the Department Head and faculty members																																	
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Perform as the record keeper, record controller of the department, prepared the faculty workload of the faculty, financial reports, etc.																																	
21. QUALIFICATION STANDARDS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 25%;">21a. Education</th> <th style="width: 25%;">21b. Experience</th> <th style="width: 25%;">21c. Training</th> <th style="width: 25%;">21d. Eligibility</th> </tr> </thead> <tbody> <tr> <td>Completion of 2 years studies in college</td> <td>None Required</td> <td>None Required</td> <td>C S (Subprofessional) 1ST Level</td> </tr> </tbody> </table>				21a. Education	21b. Experience	21c. Training	21d. Eligibility	Completion of 2 years studies in college	None Required	None Required	C S (Subprofessional) 1ST Level																						
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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. 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:)	
25%	1. deputy Document Record Controller of the department (dDRC)	1
25%	2. Provide front line services by answering queries and request from students, faculty and staff of other units	1
25%	3. Prepares and facilitates financial reports, faculty workloads, and personnel documents (e.g. reimbursements, liquidations, cash advances, payrolls, documents for travel, etc.) for Head's signature;	1
10%	4. Facilitates submission of documents to concerned offices and the delivery of DGE Memos and other communications to concerned faculty/staff members	1
10%	5. Receives and records in-coming and outgoing documents and keeping documents for record filing;	1
5%	6. Performs other functions assigned by the immediate supervisor	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;">  HAIDE B. CUEVAS Employee's Name, Date and Signature </div> <div style="text-align: center;">  EPIFANIA G. LORETO Supervisor's Name, Date and Signature </div> </div>		