

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 VI			
2. ITEM NO.: ViSCAB-ADA6-109-2004		3. SALARY GRADE : 6			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1st class <input type="checkbox"/> 2nd class <input type="checkbox"/> 3rd class <input type="checkbox"/> 4th class		<input type="checkbox"/> 5th class <input type="checkbox"/> 6th class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY			6. BUREAU OR OFFICE  National Coconut Research Center - V		
7. DEPARTMENT/BRANCH/DIVISION  National Coconut Research Center - V			8. WORKSTATION/PLACE OF WORK  VSU , Baybay		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	12. OTHER
				P 14,340.00/mo.	ACA PERA P 2,000/mo
13. POSITION TITLE OF IMMEDIATE SUPERVISOR  Center Director			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR  Vice President, Research and Extension		
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, calculator, etc.					
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	
18. WORKING CONDITION					
Office Work		( x )		Other/s (Please Speciy)	
Field Work		( )			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION  Conduct research/extension activities on all aspects of coconut for the benefit of the Visayas Region.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)  To do typing/computerizing and record filing.					
21. QUALIFICATON STANDARDS					
21a. Education		21b. Experience		21c. Training	
21d. Eligibility					
Completion of two yrs		studies in college.			

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. FUNCTIONAL 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
21g. TECHNICAL COMPETENCIES			Competency Level
			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time			
30%	1.	Type official communication of NCRC – V and other official documents of the Center.	1
30%	2.	Types/computerize database on personnel information, research, extension and production.	1
15%	3.	Types/computerize database on equipment such as listing of equipment, condition, person in-charge and keep manuals. Serves as property custodian of the Center.	1
20%	4.	Files and retrieves communication/reports.	1
5%	5.	Assists in entertaining visitors of the Center.	1
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100%			
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.			
ANTONIO Y. ABAYABAY		MARIA JULIET C. CENIZA	
Employee's Name, Date and Signature		Supervisor's Name, Date and Signature	