

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

VISAYAS STATE UNIVERSITY AND COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

OFFICE OF THE DATA PROTECTION OFFICER

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

P 69386/day

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Data Protection Officer (DPO)

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

N/A

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, PHOTOCOPIER, PRINTER

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial  
Supervisors  
Non-Supervisors  
Staff

☒  
☒  
☐  
☐

☐  
☐  
☒  
☒

General Public  
Other Agencies  
Others (Please Specify):

☐  
☒

☒  
☐

18. WORKING CONDITION

Office Work  
Field Work

☐  
☐

☒  
☐

Other/s (Please Specify)

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

Provides support services to the Data Protection Officer. Provide frontline services. Prepare comment on the data request from clients. Assist DPO in conducting Privacy Impact Assessment of the university including external campuses.



20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Maintains the office's filing system, prepares financial and personnel papers, receives and releases documents, and coordinates and monitors National Privacy Commission (NPC) submissions issuance.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	Career Service(Sub professional) First Level Eligibility

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	1
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction	1
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;	1
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	1
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.	1
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. 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
4. 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)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
30%	1. Monitor NPC issuances.	1
40%	2. Provide administrative support to data protection officer and enhance office effectiveness	1
20%	3. General administrative duties.	1
10%	4. Performs other function as assigned by superiors and other office staff.	1

23. ACKNOWLEDGMENT AND ACCEPTANCE:

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.

  
**AIZA B. BESAVILLA**  
Employee's Name, Date and Signature

  
**RYSAN C. GUINOCOR**  
Supervisor's Name, Date and Signature