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 IV	
ADA 4 - 125 - 200 4		Colivering Service Excellence - Complies with VSU's established standards of service to the standards of services.	
4. FOR LOCAL GOVERNMEN	T POSITION, ENUMERATE	GOVERNMENTAL UNIT AND CLASS	
☐ Province	With coneagues, customers	relos tentronis emisoritorimos vievusetta e tre responsitir quierioris et isnoe isore la tre	
☐ City ☐ Municipality	is one's thinking.	And Class And Class Brd Class Special Special Special	
5. DEPARTMENT, CORPORA LOCAL GOVERNMENT	TION OR AGENCY/	6. BUREAU OR OFFICE	
VISAYAS STAT	E UNIVERSITY	OFFICE OF THE HEAD OF ACCOUNTING	
7. DEPARTMENT / BRANCH /	DIVISION	8. WORKSTATION / PLACE OF WORK	
OFFICE OF THE HEAI	O OF ACCOUNTINGH	equit pre elements VSU, BAYBAY CITY, LEYTE sylind ent it shows another state of the	
9. PRESENT APPROP ACT 10.	PREVIOUS APPROP ACT	11. SALARY AUTHORIZED 12. OTHER COMPENSATION	
		Process Management - Develops, formulates and reviews for enhancement proces	
13. POSITION TITLE OF IMME	EDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
ACCOUNTANT		CHIEF ADMINISTRATIVE OFFICER	
15. POSITION TITLE, AND ITE			
POSITIO	(if more than seven (7) list on TITLE	only by their item numbers and titles) ITEM NUMBER	
16. MACHINE, EQUIPMENT.	TOOLS, ETC., USED REGU	JLARLY IN PERFORMANCE OF WORK	
	DESKTOP COMPUT	ER, BALLPEN, CALCULATOR QUINNING to enamed the second of t	
17. CONTACTS / CLIENTS / S 17a. Internal	Occasional Freque	nt 17b. External Occasional Frequent	
Executive / Managerial	Cccasional Preque	General Public	
Supervisors Non-Supervisors Staff		Other Agencies Others (Please Specify): House 19 8 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9 9	
18. WORKING CONDITION			
Office Work Field Work		Other/s (Please Specify)	
19. BRIEF DESCRIPTION OF	THE GENERAL FUNCTION	S. ACKNOWLEDGMENT AND ACCEPTANCE: NOITCES NO TIRU BHT FOR	
di unione di mandi unioni	D VOUCHERS OF THE UN	b soul and the authorate walkings aids to your a bouleast good t	
20. BRIEF DESCRIPTION OF	THE GENERAL FUNCTION	N OF THE POSITION (Job Summary)	
		(Control of the Control of the Contr	
1511 O 3/21/22	NICK FREDDY R	LUCILYN L TABROSA 3/21/22	
5		s and purcase orders of the University amain and purcase orders of the University	

21a. Education	24h Evporiones	21c Training	21d. Eligibility
	21b. Experience	21c. Training	Desired management of the control of
Completion of 2 years Studies in College	None required	None required M	CSC Subprofessional Eligibiti
21e. Core Competen	cies.		Competency Level
Exemplifying Integrity and Protein thical as well as moral principles	g to я1аямым мат;		
. Delivering Service Excellence atisfaction	- Complies with VSU's established standards of	f service delivery for customer	-144-125-260
. Communication Savy - Effective	rely delivers messages that simply focus on fact	s or information;	1
. Interpersonal relationship mar and clients, and work well in a te	nagement - Effectively communicates and intera am to achieve results	cts with colleagues, customers	□ Province
. Change Adaptation - Works e ehaviour and style appropriately	ffectively with a variety of people and situations in dealing with change.	and adapts one's thinking,	Ø UN □ M Proipality
elated problems	ent - Promotes gender equality and women em	powerment to address gender	DEPARTMEN ² , CORPORATION
nd issues 21f. Functional Comp	Competency Level		
. Administrative Services Manag	gement- Develops programs and projects, and mer to fully achieve the set objectives and targets of		ces, 1
825		1/3 31	
of records in the university which	agement- Applies and adapts records managem are conducted to achieve adequate and proper re management of the university operations.		1
of records in the university which policies, transactions and effective	are conducted to achieve adequate and proper	documentation of government	OFFICE OF THE HEAD OF
of records in the university which policies, transactions and effectives. 3. Facilitation - Guides the exchapbjectives. 4. Process Management - Development by the powers the execution of taken and the powers are delivered effectively as	are conducted to achieve adequate and proper we management of the university operations.	ession designed to meet define rocesses, policies and procedure is accomplished and require ice; be proactive in responding	OFFICE OF THE HEAD OF SERVICE OF
of records in the university which policies, transactions and effectives. Facilitation - Guides the exchappiectives. Process Management - Development of the execution of the exclusion of the exclusion of the exploration	are conducted to achieve adequate and proper re management of the university operations. Inge of information and ideas in an interactive security operations are interactive security operations. Inge of information and ideas in an interactive security operation and ideas in an interactive security operation. In order to ensure would efficiently; adopt measures to drive compliant.	documentation of government assion designed to meet define to cesses, policies and procedure is accomplished and require ace; be proactive in responding technologies and new directorgram in order to determine it	POSITION TITLE OF IMMEDIA ACCOUNTANTS
of records in the university which policies, transactions and effectives. B. Facilitation - Guides the exchappiectives. B. Process Management - Development by the process of the execution of the esults are delivered effectively approximation of the execution of the esults are delivered effectively approximation of the execution of the esults are delivered effectively approximation of the execution of the esults are delivered effectively approximation of the execution of the e	are conducted to achieve adequate and proper ve management of the university operations. Inge of information and ideas in an interactive set ops, formulates and reviews for enhancement process, activities, or projects, in order to ensure wound efficiently; adopt measures to drive compliant milining based on experience, feedback, emerging the aligned with the intended direction of achieving the management of the program of the product of the program of the program of the product of the product of the program of the product of	ession designed to meet define rocesses, policies and procedure is accomplished and require nce; be proactive in responding ng technologies and new direct	POSITION TITLE OF INDITIENT SITE OF STATE OF STA
of records in the university which policies, transactions and effectives. Facilitation - Guides the excharablectives. Process Management - Development - D	are conducted to achieve adequate and proper re management of the university operations. Inge of information and ideas in an interactive set ops, formulates and reviews for enhancement process, activities, or projects, in order to ensure would efficiently; adopt measures to drive compliant milining based on experience, feedback, emerging the sathers and analyzes the detailed status of the process of the pro	documentation of government ession designed to meet define cocesses, policies and procedure is accomplished and require the procedure is accomplished and require the program in order to determine in the set goals and objectives.	dang of toa so 1 square seaso res 1 d A damwi so auth Montrog ito ion. MA MUODOA fits Wall SMA and 1 Competency Level
f records in the university which olicies, transactions and effective. Facilitation - Guides the exchablectives Process Management - Development of the execution of the execution of the escults are delivered effectively apportunities for improving/stream ongoing activities are still execution of the execution	are conducted to achieve adequate and proper ve management of the university operations. Inge of information and ideas in an interactive set ops, formulates and reviews for enhancement process, activities, or projects, in order to ensure wound efficiently; adopt measures to drive compliant milining based on experience, feedback, emerging the aligned with the intended direction of achieving the complex of the process of th	documentation of government ession designed to meet define cocesses, policies and procedult is accomplished and require the procedule in responding the procedule of the procedule of the processes of the procedule of the processes of the process	POSITION ATTACHMENTS / STA
f records in the university which frecords in the university which olicies, transactions and effective. Facilitation - Guides the exchablectives Process Management - Development of the execution of the execution of the exclusive are delivered effectively apportunities for improving/stream ongoing activities are still and the execution of the exclusion of the execution of the exclusive are delivered effectively apportunities for improving/stream ongoing activities are still at the execution of	are conducted to achieve adequate and proper remanagement of the university operations. Inge of information and ideas in an interactive set ops, formulates and reviews for enhancement prosks, activities, or projects, in order to ensure wound efficiently; adopt measures to drive compliant milining based on experience, feedback, emerging the aligned with the intended direction of achieving the action of achieving the complete of the properties of the properti	documentation of government assion designed to meet define a cocesses, policies and procedure is accomplished and require acc; be proactive in responding technologies and new direct arrogram in order to determine in the set goals and objectives.	POSITION ATTACHMENTS / STA
f records in the university which olicies, transactions and effective. Facilitation - Guides the exchablectives Process Management - Development of the execution of the execution of the esults are delivered effectively apportunities for improving/stream ongoing activities are still accompany of the execution	are conducted to achieve adequate and proper remanagement of the university operations. Inge of information and ideas in an interactive set ops, formulates and reviews for enhancement process, activities, or projects, in order to ensure wound efficiently; adopt measures to drive compliant milining based on experience, feedback, emerging the cathers and analyzes the detailed status of the paligned with the intended direction of achieving the cather and responsibilities and responsibilities. 1. Pre audited vouchers 2. Pre audited payrolls	documentation of government described and require sees and procedure is accomplished and require see; be proactive in responding technologies and new direct program in order to determine in the set goals and objectives.	Competency Level
of records in the university which folicies, transactions and effectives. Facilitation - Guides the excharactions are supported by the execution of the execution of the esults are delivered effectively apportunities for improving/stream ongoing activities are still apportunities. Example 10 Morking Time 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	are conducted to achieve adequate and proper remanagement of the university operations. Inge of information and ideas in an interactive set ops, formulates and reviews for enhancement prosks, activities, or projects, in order to ensure wound efficiently; adopt measures to drive compliant milining based on experience, feedback, emerging the aligned with the intended direction of achieving the action of achieving the complete of the properties of the properti	documentation of government assion designed to meet define a cocesses, policies and procedure is accomplished and require acc; be proactive in responding technologies and new direct arrogram in order to determine in the set goals and objectives.	POSITION ACTS / DELEVED ACTS / DELEV

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.

LUCILYN L. TABROSA 3/21/22

NICK FREDDY R. BELLO 3/21/22 Employee's Name, Date and Signature to a second one allow Supervisor's Name, Date and Signature

BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION