
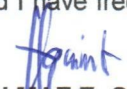


<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <div style="text-align: center; font-weight: bold; padding: 5px;">ADMINISTRATIVE AIDE IV (CLERK II)</div>	
<b>2. ITEM NUMBER</b>  ADA4 -134 -2004		<b>3. SALARY GRADE</b>  4	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<input type="checkbox"/> Province <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			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>	
VISAYAS STATE UNIVERSITY		DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>	
DEPARTMENT OF TOURISM AND HOSPITALITY MANAGEMENT		VSU, BAYBAY CITY, LEYTE	
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>
NA	NA	15,586.00	ACA/PERA P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>	
Head, DTHM		Dean, CME	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> <i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> DESKTOP COMPUTER, PRINTER, CAMERA, PHOTOCOPIER			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
17a. Internal	Occasional	Frequent	17b. External
Occasional	Frequent	Occasional	Frequent
Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>18. WORKING CONDITION</b>			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b> Provides support services to the Instruction, Research and Extension.			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b> Provides support services to the Instruction, Research and Extension functions of the college.			
<b>21. QUALIFICATION STANDARDS</b>			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	CS (Subprofessional) First Level Eligibility
<b>21e. Core Competencies</b>			<b>Competency Level</b>
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;	1																																	
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																																	
<b>21f. Functional Competencies</b>	<b>Competency Level</b>																																	
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. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.	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																																	
5. 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																																	
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>																																		
<table border="1"> <thead> <tr> <th>Percentage of Working Time</th> <th>(State the duties and responsibilities here:)</th> <th>Competency Level</th> </tr> </thead> <tbody> <tr> <td>25%</td> <td>1. Preparation of policies/issuances/correspondence</td> <td>1</td> </tr> <tr> <td>10%</td> <td>2. Issuance of existing documents</td> <td>1</td> </tr> <tr> <td>10%</td> <td>3. Clearance from office accountability</td> <td>1</td> </tr> <tr> <td>10%</td> <td>4. Act as deputy Document and Records Controller</td> <td>1</td> </tr> <tr> <td>10%</td> <td>5. Information and record management</td> <td>1</td> </tr> <tr> <td>10%</td> <td>6. Preparation of standard government forms, claims and reimbursements</td> <td>1</td> </tr> <tr> <td>5%</td> <td>7. Attendance to meetings/trainings/workshop</td> <td>1</td> </tr> <tr> <td>5%</td> <td>8. Preparation of plans and reports</td> <td>1</td> </tr> <tr> <td>5%</td> <td>9. Involvement in teaching support services</td> <td>1</td> </tr> <tr> <td>10%</td> <td>10. Performs other related tasks as mabe assigned from time to time.</td> <td>1</td> </tr> </tbody> </table>	Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level	25%	1. Preparation of policies/issuances/correspondence	1	10%	2. Issuance of existing documents	1	10%	3. Clearance from office accountability	1	10%	4. Act as deputy Document and Records Controller	1	10%	5. Information and record management	1	10%	6. Preparation of standard government forms, claims and reimbursements	1	5%	7. Attendance to meetings/trainings/workshop	1	5%	8. Preparation of plans and reports	1	5%	9. Involvement in teaching support services	1	10%	10. Performs other related tasks as mabe assigned from time to time.	1	
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<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>																																		
<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; align-items: flex-end;"> <div style="text-align: center;">   <b>NOESSA C. DAVID</b>  Employee's Name, Date and Signature </div> <div style="text-align: center;">   <b>HANNAH MAE E. QUIMBO</b>  Supervisor's Name, Date and Signature </div> </div>																																		