



| 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 I</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|-------------------------------------|---|---|-------------------------------------|-------------------------------------|-------------------------------------|--------------------------|----------------------------|--------------------------|--------------------------|---|--------------------------|----------------|--------------------------|-------------------------------------|-------------|--------------------------|-------------------------------------|----------------|-------------------------------------|--------------------------|-----------------|--------------------------|-------------------------------------|--------------------------|--|--|-------|--------------------------|-------------------------------------|--|--|--|
| 2. ITEM NUMBER <div style="text-align: center;">ADA3-197-2004</div> | | 3. SALARY GRADE <div style="text-align: center;">1</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;">PhilRootcrops</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 7. DEPARTMENT / BRANCH / DIVISION <div style="text-align: center;">PhilRootcrops</div> | | 8. WORKSTATION / PLACE OF WORK <div style="text-align: center;">VSU, BAYBAY CITY, LEYTE</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 9. PRESENT APPROP ACT | 10. PREVIOUS APPROP ACT | 11. SALARY AUTHORIZED <div style="text-align: center;">P590.91/day</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;">Assistant Director</div> | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Director</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 <div style="text-align: center;">vacuum cleaner, turbo map, softbrooms</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS <table 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"/> | | | |
| 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"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 18. WORKING CONDITION <table 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 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 type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | |
| Office Work | <input type="checkbox"/> | <input checked="" type="checkbox"/> | Other/s (Please Specify) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Work | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION <div style="text-align: center;">Instruction, research & extension services</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) <div style="text-align: center;">Performs messengerial jobs of the center</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 21. QUALIFICATION STANDARDS <table 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 style="text-align: center;">Elementary School Graduate</td> <td style="text-align: center;">None Required</td> <td style="text-align: center;">None Required</td> <td style="text-align: center;">None required (MC 10 s. 2013 - Cat. III)**</td> </tr> </tbody> </table> | | | | 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility | Elementary School Graduate | None Required | None Required | None required (MC 10 s. 2013 - Cat. III)** | | | | | | | | | | | | | | | | | | | | | | |
| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Elementary School Graduate | None Required | None Required | None required (MC 10 s. 2013 - Cat. III)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| 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. Maintenance Management - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles. | | 1 |
| 3. Risk Management- Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk. | | 1 |
| 4. 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 |
| 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 |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | Competency Level |
| Percentage of Working Time | (State the duties and responsibilities here:) | |
| 40% | 1. Checks, records and delivers documents(vouchers, PRs, payrolls, etc.) to admin. Building and other departments and offices | 1 |
| 30% | 2. Follow-up and processing of documents | 1 |
| 25% | 3. Clean in the admin office of PhilRootcrops | 1 |
| 5% | 4. Do other duties that maybe assigned from time to time | 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; align-items: flex-end;"> <div style="text-align: center;">  JUNVIC B. BAGARINAO 01/01/24 Employee's Name, Date and Signature </div> <div style="text-align: center;">  EDGARDO E. TULIN 01/01/24 Supervisor's Name, Date and Signature </div> </div> | | |