

**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

STATE UNIVERSITY & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

PROCUREMENT OFFICE

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

P693.86/day

12. OTHER COMPENSATION

P90.90/day

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

HEAD FOR PROCUREMENT

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

ASO

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

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

☒
☐

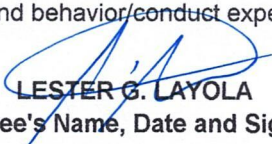
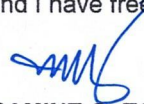
Field Work

☐
☐

Other/s (Please Specify)

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



| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)  |   |               |                  |
|--|---|---------------|------------------|
|  |   |               |                  |
| 21. QUALIFICATION STANDARDS  |   |               |                  |
| 21a. Education   | 21b. Experience   | 21c. Training | 21d. Eligibility |
| Completion of 2 years studies in college   | None Required   | None Required | None Required    |
| 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. 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. Occupational Health and Safety Management- Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents.   |   |               | 1                |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)  |   |               | Competency Level |
| Percentage of Working Time   | (State the duties and responsibilities here:)   |               |                  |
| 50%  | 1. Prepare Request for Quotation, Serve & Retrive RFQ's, PO, NOA, NTP, CONTRACT & Other BAC Documents, Canvasser of the Procurement Office. | 1             |                  |
| 15%  | 2. Haul cargo for VSU Cebu Office, Local Suppliers Ormoc / Baybay to/from Suppliers and Port.   | 1             |                  |
| 15%  | 3. Negotate procurement terms and conditions with various suppliers & pick up items to/from suppliers / external providers.                 | 1             |                  |
| 10%  | 4. Serve/retrieve Procurement documents and BAC documents to/fromsuppliers/external providers & file documents of every suppliers.          | 1             |                  |
| 10%  | 5. Does other tasks as mandated by the supervisor.  | 1             |                  |
|  |   | 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; margin-top: 20px;"> <div style="text-align: center;"> <br/> <b>LESTER G. LAYOLA</b><br/> Employee's Name, Date and Signature </div> <div style="text-align: center;"> <br/> <b>JESSAMINE C. ECLEO</b><br/> Supervisor's Name, Date and Signature </div> </div> |   |               |                  |