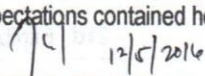
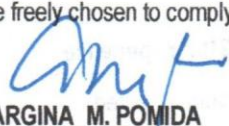




REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)																									
ADMINISTRATIVE AIDE III																									
2. ITEM NO.: ADA3-192-2004																									
3. SALARY GRADE: 3																									
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS																									
<div><div><div><div><div><input type="checkbox"/> provincial</div><div><input type="checkbox"/> city</div><div><input type="checkbox"/> municipality</div></div><div><div><input type="checkbox"/> 1st class</div><div><input type="checkbox"/> 2nd class</div><div><input type="checkbox"/> 3rd class</div><div><input type="checkbox"/> 4th class</div></div><div><div><input type="checkbox"/> 5th class</div><div><input type="checkbox"/> 6th class</div><div><input type="checkbox"/> Special</div></div></div></div></div>																									
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT	6. BUREAU OR OFFICE																								
VISAYAS STATE UNIVERSITY																									
7. DEPARTMENT/BRANCH/DIVISION	8. WORKSTATION/PLACE OF WORK																								
INCOME GENERATING PROJECT	VSU , Baybay																								
9. PRES, APPROP ACT	1. PREV. APPROP ACT																								
VP for Planning																									
11. SALARY AUTHORIZED	12. OTHER																								
13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR																								
Director, OAS/IGP	VP for Planning Resources Generation and External Affairs																								
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED																									
(if more than seven (7) list only by their item numbers and titles) None																									
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK																									
Computer, printer, calculator																									
17. CONTACTS/CLIENTS/STAKEHOLDERS																									
<table><tr><td>17a. Internal</td><td>Occasional</td><td>Frequent</td><td>17b. External</td><td>Occasional</td><td>Frequent</td></tr><tr><td>Executive/Managerial Supervisors</td><td>()</td><td>()</td><td>General Public</td><td>()</td><td>(x)</td></tr><tr><td>Non Supervisors</td><td>()</td><td>()</td><td>Other Agencies</td><td>()</td><td>(x)</td></tr><tr><td>Staff</td><td>(x)</td><td>(x)</td><td>Others (Please specify: Stall owners</td><td>()</td><td>(x)</td></tr></table>		17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive/Managerial Supervisors	()	()	General Public	()	(x)	Non Supervisors	()	()	Other Agencies	()	(x)	Staff	(x)	(x)	Others (Please specify: Stall owners	()	(x)
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent																				
Executive/Managerial Supervisors	()	()	General Public	()	(x)																				
Non Supervisors	()	()	Other Agencies	()	(x)																				
Staff	(x)	(x)	Others (Please specify: Stall owners	()	(x)																				
18. WORKING CONDITION																									
Office Work	(x)	Other/s (Please Speciy)																							
Field Work	(x)																								
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION																									
Formulates policies and rules in the management of income generating projects and in improving resource generation initiatives of the University.																									
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)																									
Responsible for the collection of fees from stall owners, inspection of fund establishments for health and safety and preparation of reports of income and other reports required of the office.																									
21. QUALIFICATON STANDARDS																									
21a. Education	21b. Experience	21c. Training	21d. Eligibility																						
Completion of 2 years studies in college	None required	None required	CSSP 1 ST LEVEL																						

21e. CORE COMPETENCIES	Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1
21f. ORGANIZATIONAL COMPETENCIES	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1
6. Managing information - Collects, organizes & maintain data.	1
21g. TECHNICAL COMPETENCIES	Competency Level
Provides support and clerical services in the management and supervision of IGP projects of the University.	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. Records Management Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.	
1. Maintains office records by sorting, binding and filing the same for efficient reference, search and retrieval.	1
2. Prepares drafts of communication and other documents for correction by the Director.	1
3. Provides frontline services by answering queries and request from clients in accordance with the Anti-Red Tape Law.	1
4. Prepares and serves statement of accounts to market concessionaires, IGP spring water and IGP dormitory.	1
5. Receives, records and distributes bills and notices to market concessionaires and other individuals concerned,	1
6. Collects/issues official receipts of concessionaires' rental, dormitory occupant rental, electricity and ambulant vendor permit.	1
22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.	
22b 1. Encodes data on income, collection and other information and prepares reports needed by higher office.	1
22c. Perform other related tasks as may be assigned from time to time	
22c 1 Represents the IGP office in the conduct of inventory of revolving fund projects	1
22c 2. Inspects VSU market concessionaires and food establishments within the campus to ensure compliance to safety and health requirements.	1
23. ACKNOWLEDGMENT AND ACCEPTANCE	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
 MARVIN B. BANDALAN Employee's Name, Date and Signature	 ARGINA M. POMIDA Supervisor's Name, Date and Signature