

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

ADA3-192-2004

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 UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

ACCOUNTING

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

Php15,265.00/month

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

ACCOUNTANT III

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

FINANCE DIRECTOR

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

DESKTOP COMPUTER, PRINTER, SCANNER, MOUSE, KEYBOARD, UPS, ADAPTOR, BALLPEN, PENCIL, PAPERS, STAPLER, PUNCHER, SCISSOR, MARKERS, PAPER CLIPS, BINDER CLIPS, FASTENERS, FOLDERS, ENVELOPES

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

Provide support to Accounting Office.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Prepare TES/TDP validation and billing statements for submission to CHED-UniFAST. Prepare TES/TDP payroll based on approved billing from CHED-UniFAST. Facilitate the release of TES/TDP grants to the beneficiaries. Prepare documents needed for the liquidation of TES/TDP and submit them to CHED-UniFAST. Assist in the preparation of Tuition and Other School Fees billing statements for submission to DBM. Assist in the Student Services Section in serving clients. Perform other tasks related to CHED-UniFAST transactions.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	Career Service (Professional) 1st Eligibility

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
------------------------------	------------------

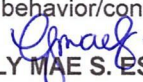
1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular	1
2. Documents 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. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	1
4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.	1
5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
15%	Prepare TES/TDP validation and billing statements, and payroll based on approved billing from CHED-UniFAST.	1
10%	Facilitate the release of TES/TDP grants to the beneficiaries.	1
10%	Prepare documents needed for the liquidation of TES/TDP and submit them to CHED-UniFAST.	1
40%	Assist in the preparation of Tuition and Other School Fees billing statements for submission to DBM.	1
5%	Assist in the Student Services Section in serving clients.	1
5%	Perform other tasks related to CHED-UniFAST transactions.	1

23. ACKNOWLEDGMENT AND ACCEPTANCE:

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.


GILLY MAE S. ESCASINAS 05/30/25
 Employee's Name, Date and Signature

 05/29/25
NICK FREDDY R. BELLO
 Supervisor's Name, Date and Signature