

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM)  Admin. Aide IV			
2. ITEM NO.: <b>VISCAB-ADA4-144-2004</b>		3. SALARY GRADE : <b>4</b>			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input type="checkbox"/> city <input checked="" type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2nd class <input type="checkbox"/> 3rd class <input type="checkbox"/> 4th class		<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT  VISAYAS STATE UNIVERSITY			6. BUREAU OR OFFICE		
7. DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK  VSU , Baybay		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	
				12. OTHER	
				ACA PERA <b>P 2,000/mo</b>	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR  Head, SPPMO			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR  Vice President for Admin. + Finance		
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, laptop, stapler, logbook, etc.					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive/Managerial Supervisors		( )		( )	
Non Supervisors		( )		( )	
Staff		( )		( )	
		(x)		(x)	
		(x)			
17b. External		Occasional		Frequent	
General Public		( )		( )	
Other Agencies		( )		( )	
Others (Please specify: Admin Offices		( )		( )	
18. WORKING CONDITION					
Office Work		( )		Other/s (Please Speciy)	
Field Work		( )			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION  Procuring Entity of the University.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)  Preparation of procurement documents for processing					
21. QUALIFICATON STANDARDS					
21a. Education		21b. Experience		21c. Training	
21d. Eligibility					
Completion of two years studies in College.				CSC Sub-Prof Eligibility	

21e. CORE COMPETENCIES						Competency Level	
1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules						1	
2. <b>Delivering Service Excellence</b> Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.						1	
3. <b>Solving Problems and Making Decisions</b> 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. FUNCTIONAL COMPETENCIES						Competency Level	
1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.						1	
2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials						1	
3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work						1	
4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.						1	
21g. TECHNICAL COMPETENCIES						Competency Level	
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)						Competency Level	
Percentage of Time		(State the duties and responsibilities here)					
5%		PhilGEPS Posting for Alternative Mode				1	
15%		Preparation of Bill of Quantities for Bidding				1	
25%		Preparation of Voucher for Alternative Mode				1	
25%		Preparation of Voucher for Bidding (BAC2)				1	
20%		Monitoring of Prepared Vouchers				1	
10%		Other duties assigned by the Supervisor				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.							
ERLY S. ESQUERRA, 9/3/2018 Employee's Name, Date and Signature				ALICIA M. FLORES, 9/3/2018 Supervisor's Name, Date and Signature			