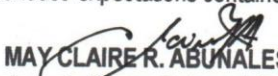

 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) ADMIN. AIDE IV	
2. ITEM NO.: VISCAB-ADA4-147-2004		3. SALARY GRADE : 4	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class	
<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE VSU , Baybay	
7. DEPARTMENT/BRANCH/DIVISION CASH DIVISION OFFICE		8. WORKSTATION/PLACE OF WORK VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
13. POSITION TITLE OF IMMEDIATE SUPERVISOR SUPERVISING ADMIN. OFFICER		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR DIRECTOR OF 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, Calculator, Official Receipts			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Non Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please specify: Admin Offices)
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	Other/s (Please Speciy)	
Field Work	<input type="checkbox"/>		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Entrusted with cash management, safekeeping and disbursement of funds of the University as well as funds from other agencies & foreign grants entrusted to VSU.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Assist in collecting all income of the University, School Fees of Students and other fund coming from other agencies and foreign grants (by Fund) and prepare the monthly reports (SLCI) in Fund 101.			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
COMPLETION IN 2 YEARS IN COURSE			CSC - SUB. PROF

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
		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. Assist in collecting all income of the University, Student School Fees and other fund coming from other agencies and foreign grants (by Fund).		1
2. Records daily collection of IGP.		1
3. Remits all collection at the end of the day to the Collecting Officer.		1
4. Prepare transmittal of checks to Manila Office.		1
5. Prepare transmittal of checks to Tacloban Suppliers.		1
6. Prepare Monthly Summary Report (SLCI) on check disbursement under Fund 101.		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. Log-in https://cumulus.vsu.edu.ph/ when issuing receipts collection of fund 164.		1
2. Generates monthly Summary List of Check Issued (SLCI) in SLCI REPORT GENERATOR program		1
22c. Perform other related tasks as may be assigned from time to time		
<i>In the absence of Collecting Officer</i>		
1. Collects all income of the University, Student school fees and other fund coming from other agencies (by fund)		1
2. Deposits daily collections in the depository bank (By Fund).		1
3. Records daily collections and bank validated deposit slips in the cash book (By Fund).		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.		
 MAY CLAIRE R. ABINALES Employee's Name, Date and Signature		 CORAZON U. NUEVO Supervisor's Name, Date and Signature