

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency)</b> <b>with parenthetical title</b>	
		<b>ADMINISTRATIVE AIDE III (Clerk I)</b>	
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>	
ADA3-184-2004		3	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality			
<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class			
<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>	
VISAYAS STATE UNIVERSITY		VSU, BAYBAY CITY, LEYTE	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>	
Office of the Head of Accounting		VSU, BAYBAY CITY, LEYTE	
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>
		P14, 125.00	P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>	
Head, Accounting Office		Director, Financial Management Office	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>			
(if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>			
DESKTOP COMPUTER, PRINTER, CALCULATOR, BALLPEN, PENCIL, RULER, STAPLER			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b>		<b>17b. External</b>	
<b>Occasional</b>		<b>Occasional</b>	
<b>Frequent</b>		<b>Frequent</b>	
Executive / Managerial	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
Supervisors	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	Others (Please Specify):	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>		
<b>18. WORKING CONDITION</b>			
Office Work	<input checked="" type="checkbox"/>	Other/s (Please Specify)	
Field Work	<input type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
Processing of Financial documents of the Univeristy			

NICK FREDDY R. BELLO  
Supervisor's Name, Date and Signature

CHIZKA MAE S. MARTINEZ  
Employee's Name, Date and Signature

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Provides support services to the remittances of faculty and staff in the university.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	CSC Sub-Professional First Level 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. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.			1
4. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.			1
5. ACCOUNTING MANAGEMENT- Manages the processing of financial transactions according to COA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances, petty cash, and other personnel cash emoluments, and receives collectibles/ payments in accordance with relevant rules and regulations.			1
6. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
70%	1. Prepares mandatory remittances to government agencies (GSIS, Philhealth, Pag-ibig Fund, BIR) and other agencies. A. secure a copy of payroll upon completion and post the different deductions reflected on the payroll. b. Make overall balancing. c. Prepares listing of employees with corresponding deductions and short per fund code for obligation. d. Prepares budget utilization request and voucher per agency.		1
2%	2. Prepares consolidated withholding tax report.		1
3%	3. Prepares breakdown of Tax Remittance Advice monthly report (Main Campus and External Campus)		1
10%	4. Prepares yearly report to BIR and monthly remittance online.		1
10%	5. Prepares individual tax rept (ITR) of employees and suppliers.		1
5%	6. Documents and Records Controller		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.			
CHIZKA MAE S. MARTINEZ Employee's Name, Date and Signature		NICK FREDDY R. BELLO Supervisor's Name, Date and Signature	