



<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) with parenthetical title</b>  <b>ADMINISTRATIVE AIDE III (CLERK I)</b>	
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>	
ADA3-191-2004		SG 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		CFES	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>	
CFES Dean's Office		VSU, BAYBAY CITY, LEYTE	
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER</b>
N/A		14768/mo	ACA/PERA P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>	
DEAN, CFES		OVPA	
<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			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>18. WORKING CONDITION</b>			
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
Provides support services to the CFES Dean			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
Receive, sort, file, and retrieve incoming and outgoing communications in instruction, research and extension. Coordinate, and facilitate other needs of the college, faculty, staff and students. Does other work as assigned and requested by the college dean/department head, faculty, staff and students.			



21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	Career Service(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. 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
4. 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
5. 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:)		
25%	1. Types/ coordinates memos, exams, communications and other documents for and in behalf of the Dean	1	
25%	2. Prepares recommendations & other supporting papers for faculty renewal of appointment/hiring of new instructors.	1	
15%	3. Prepares and facilitates financial reports, faculty workloads and personnel documents (e.g reimbursements, liquidations, cash advances, payrolls, documents for travel, etc.) for Head's signature.	1	
15%	4. Entertains clients and stakeholders and ensure that their concerns are acted to by faculty.	1	
10%	5. Provides messengerial services and maintaining cleanliness of the offices.	1	
10%	6. Performs other related tasks as maybe assigned from time to time.	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.			
 <b>JESIBEL C. MUERTIGUE</b> Employee's Name, Date and Signature		 <b>DENNIS P. PEQUE</b> Supervisor's Name, Date and Signature	