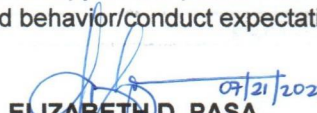



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center; font-weight: bold;">ADMINISTRATIVE AIDE III</div>																															
2. ITEM NUMBER <div style="text-align: center;">LS</div>		3. SALARY GRADE <div style="text-align: center;">3</div>																															
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>																																	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>		6. BUREAU OR OFFICE <div style="text-align: center;">ACCOUNTING OFFICE</div>																															
7. DEPARTMENT / BRANCH / DIVISION <div style="text-align: center;">ACCOUNTING OFFICE</div>		8. WORKSTATION / PLACE OF WORK <div style="text-align: center;">VSU, BAYBAY CITY, LEYTE</div>																															
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED <div style="text-align: center;">P667.18/day</div>	12. OTHER COMPENSATION <div style="text-align: center;">ACA/PERA P2,000.00</div>																														
13. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">HEAD, ACCOUNTING OFFICE</div>		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">VPAF</div>																															
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>																																	
POSITION TITLE		ITEM NUMBER																															
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK DESKTOP COMPUTER, PRINTER/SCANNER, KEYBOARD, MOUSE, INKPENS/MARKER, PAPERS, STAPLER, PAPER CLIPS																																	
17. CONTACTS / CLIENTS / STAKEHOLDERS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">17a. Internal</th> <th style="width: 10%;">Occasional</th> <th style="width: 10%;">Frequent</th> <th style="width: 30%;">17b. External</th> <th style="width: 10%;">Occasional</th> <th style="width: 10%;">Frequent</th> </tr> </thead> <tbody> <tr> <td>Executive / Managerial</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Non-Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td>Others (Please Specify):</td> <td colspan="2"></td> </tr> <tr> <td>Staff</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td></td> <td colspan="2"></td> </tr> </tbody> </table>				17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):			Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
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18. WORKING CONDITION <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 10%;">Occasional</th> <th style="width: 10%;">Frequent</th> </tr> </thead> <tbody> <tr> <td>Office Work</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Other/s (Please Specify)</td> <td colspan="2"></td> </tr> </tbody> </table>					Occasional	Frequent	Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Field Work	<input type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)																				
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19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides support services to the Accounting Office																																	

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Posts payments/payrolls in their individual subsidiary ledgers and provide accounting entries. Prepares monthly list of Job Order and Casual tax deductions for remittance. Prepares summary list of deductions (CONSOL, Pag-ibig, Philhealth, VSUCC and other loans). Prepares monthly Job Order, Part-Timer and Casual/Contractual Pag-ibig Remittances.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in Accounting or any related field	None Required but preferably with experience in Accounting/Bookkeeping & related services	None Required	None Required
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. 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
4. 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
5. 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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
40%	1. Posts payments/payrolls in their individual subsidiary ledgers and provide accounting entries.	1	
20%	2. Prepares monthly Job Order, Part-Timer and Casual/Contractual Pag-ibig Remittances	1	
15%	3. Prepares monthly list of Job Order and Casual tax deductions for remittance.	1	
15%	4. Prepares summary list of deductions (CONSOL, Pag-ibig, Philhealth, VSUCC and other loans).	1	
10%	5. Performs other function as assigned by superiors and other office staff.	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.			
 ELIZABETH D. PASA Employee's Name, Date and Signature		 NICK FREDDY R. BELLO Supervisor's Name, Date and Signature	