

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; padding: 5px;">ADMINISTRATIVE AIDE III</div>					
2. ITEM NUMBER		3. SALARY GRADE					
		SG-3					
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 checked="" type="checkbox"/> 4th Class </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input checked="" type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>							
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE					
VISAYAS STATE UNIVERSITY		FINANCE DIVISION					
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK					
ACCOUNTING OFFICE		VSU, Visca, Baybay City					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION				
		P13,572.02	ACA PERA				
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR					
ACCOUNTANT IV		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)							
POSITION TITLE		ITEM NUMBER					
NONE		NONE					
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK							
COMPUTER, PRINTER, CALCULATORS, LEDGERS, PEN AND PENCIL							
17. CONTACTS / CLIENTS / STAKEHOLDERS							
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 type="checkbox"/>	Other Agencies		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		Admin. Offices	
Staff		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				
18. WORKING CONDITION							
Office Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)			
Field Work		<input type="checkbox"/>	<input type="checkbox"/>				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION							
To control and monitor releases of DBM and research projects funded by other agencies.							

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Prepares financial Reports and posts transaction under Fund 161.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 yrs. Studies in College	None Required	None Required	CS Sub. Professional

21e. Core Competencies**Competency Level**

Exemplifying Integrity and professionalism	1
Delivering Service Excellence	1
Interpersonal Skills	1
Flexibility	1
Records Mangement	1
Computer Skills	1

21f. Functional Competencies**Competency Level**

Attention to Detail	1
Achievement Orientation	1
Communication Skills	1
Writing Skills	1
Presentation Skills	1
Influencing and building relationships	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)**Competency Level**

<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	<i>(Indicate the required Competency Level here)</i>
30%	1. Monitor incoming and outgoing materials needed for VSU projects and	1
40%	2. Monitor status of Purchase Orders (Goods) for procurement thru public bidding and alternative method.	1
20%	3. Follow up deliveries of goods from suppliers and facilitates deliveries.	1
10%	4. 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.


JHONAVEL R. CASTIL

Employee's Name, Date and Signature


NICK FREDDY R. BELLO

Supervisor's Name, Date and Signature