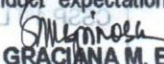
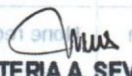
 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) ADMINISTRATIVE AIDE VI	
2. ITEM NO.: VISCAB-ADA6-76-2004		3. SALARY GRADE : 6	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS () provincial () 1 st class () 5 th class () city () 2 nd class () 6 th class () municipality () 3 rd class () Special () 4 th class			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE VSU, Baybay	
7. DEPARTMENT/BRANCH/DIVISION RECORDS OFFICE		8. WORKSTATION/PLACE OF WORK VSU, Baybay	
9. PRES, APPROP ACT		11. SALARY AUTHORIZED P 160,536.00	
1. PREV. APPROP ACT		12. OTHER ACA PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, Records Office		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director, Human Resource Management & Dev't. Office	
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, logbook, ballpen			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal		17b. External	
Occasional Frequent	Occasional Frequent	Occasional Frequent	Occasional Frequent
Executive/Managerial (x) Supervisors () Non Supervisors (x) Staff (x)	General Public (x) Other Agencies (x) Others (Please specify: Admin Offices) (x)	General Public (x) Other Agencies (x) Others (Please specify: Admin Offices) (x)	General Public (x) Other Agencies (x) Others (Please specify: Admin Offices) (x)
18. WORKING CONDITION Office Work (x) Other/s (Please Speciy) Field Work ()			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Proper custody of the university vital records from all administrative offices, departments and center. Provide efficient centralized mails and messengerial services of the university.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Provides clerical, mail services, filing and reference services of the university.			
21. QUALIFICATION STANDARDS			
21a. Education Completion of 2 years studies in college		21b. Experience None required	
21c. Training None required		21d. Eligibility CSSP 1 ST LEVEL	

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
Provides support and clerical services for Records Office.		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. Maintains office records by sorting, binding and filing of the same for efficient reference, search and retrieval.		1
2. Receives, controls and releases records and office documents as needed by clients.		1
3. Receives mail materials from different depts./offices of the university; checks whether mail matters is official checks on signatures, correct addresses, inclosures and affixes required postage and encode same in the computer.		1
4. Purchases of stamps for monthly consumption and prepare replenishment vouchers; prepare and submit monthly report of stamps accountability.		1
5. Assist in the conducts inventory of records.		1
6. Provides frontline services by answering queries and request from students and other clients.		1
7. Renders reference services to VSU faculty, staff and clients.		1
8. Assists in monitoring of attendance during Alay Lakad, Flag Ceremony, etc.		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. Encodes mails and stamps used and replenishment voucher.		1
2. Prepares and encodes Annual Reports, PPMP and inventory of records.		1
22c. Perform other related tasks as may be assigned from time to time		
22c 1 Updates records/201 files at the HRM Accreditation Center.		1
2 Gathers records/data for support to PRIME HRM evaluation/assessment.		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.		
 GRACIANNA M. ESPINOSA	 ASTERIA A. SEVILLA	
Employee's Name, Date and Signature	Supervisor's Name, Date and Signature	