

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;">STATE UNIVERSITY & COLLEGES</div>		6. BUREAU OR OFFICE <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>			
7. DEPARTMENT / BRANCH / DIVISION <div style="text-align: center;">Cash OFFICE</div>		8. WORKSTATION / PLACE OF WORK <div style="text-align: center;">VSU, BAYBAY CITY, LEYTE</div>			
9. PRESENT APPROP ACT <div style="text-align: center;">NA</div>	10. PREVIOUS APPROP ACT 	11. SALARY AUTHORIZED <div style="text-align: center;">667.18/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;">SUPERVISING ADMINISTRATIVE OFFICER (HEAD, CASH OFFICE)</div>		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">DIRECTOR OF ADMINISTRATION</div>			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <div style="text-align: center;">None</div>					
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK <div style="text-align: center;">Computer, Printer and Calculator</div>					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive / Managerial	<input type="checkbox"/>		<input type="checkbox"/>		
Supervisors	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Non-Supervisors	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
Staff	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		
17b. External		Occasional		Frequent	
General Public		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Other Agencies		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify):		Admin Offices			
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 <div style="text-align: center;">Process and release payments, disbursements and utilization of Budget</div>					

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

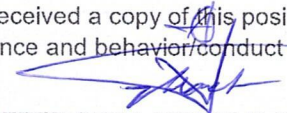
Act as Liason officer and messenger to pay, issue and deliver various checks for payments and remittances to suppliers, government agencies and other payees.


21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	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. Occupational Health and Safety Management- Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
			1
			1
			1
			1
			1
			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.


PETER BEN LAURICE H. URDANETA
 Employee's Name, Date and Signature


QUEEN-EVER Y. ATUPAN 6/27/24
 Supervisor's Name, Date and Signature