-	f the Philippines		POSITION TITLE (as parenthetical title	approved by au	thorized agency)	with
POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)		ADMINISTRATIVE AIDE IV (DRIVER II)				
2. ITEM NUMBER			3. SALARY GRADE			
VISCAB-A	DA4-120-2004		eserge sherral deces	4		
4. FOR LOCAL GOVERNM	ENT POSITION, EN	UMERATE G	OVERNMENTAL UNIT AN	D CLASS		
☐ Province ☐ City ☐ Municipality		☐ 1st ☐ 2nd ☐ 3rd ☐ 4th	Class		☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORPORATION OF LOCAL GOVERNMENT	RATION OR AGENO	Y/	6. BUREAU OR OFFICE			
	ATE UNIVERSITY		OFF	FICE OF THE PR	ESIDENT	
7. DEPARTMENT / BRANC	H / DIVISION		8. WORKSTATION / PLACE OF WORK			
OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE SERVICES			VSU-CEBU OFFICE			
9. PRESENT APPROP ACT	10. PREVIOUS APPR	OP ACT	11. SALARY AUTHORIZ	ED	12. OTHER	
	No Sapara D		P14,40	0	ACA/PERA	P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
ADMINISTRA [*]	TIVE ASSISTANT II		mellor i puere que el en i alto secolo victo or len 1800 to 6 pi	DIRECTOR, O	DAS	encone value
15. POSITION TITLE, AND		THE RESIDENCE OF THE PERSON NAMED IN COLUMN 2 IS NOT THE OWNER.				
(if more than seven (7) list POSITION TITLE			st only by their item numbers and titles) ITEM NUMBER			
16. MACHINE, EQUIPMENT	T, TOOLS, ETC., US			OF WORK	-K	
43 CONTACTS (CHENTS			CE VAN, TYPEWRITER, CI	ELLPHONE	ETUO PO TVEM	MAIR SS)
17. CONTACTS / CLIENTS 17a. Internal	Occasional Occasional	Frequent	17b. Exte	rnal	Occasional	Frequent
Executive / Managerial Supervisors Non-Supervisors Staff			General Public Other Agencies Others (Please Specify):			
18. WORKING CONDITION Office Work Field Work			Other/s (Please Specify)		08	
19. BRIEF DESCRIPTION	OF THE GENERAL	FUNCTION C	IF THE UNIT OR SECTION			

Provides support services in administrative, lodging accomodation, and alternative methods of procurement to the University

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

Provides transport, assistance to canvassing and lodging services in VSU-Cebu operation

	21b. Experience	21c. Training	21d. Eligibility	
Elementary School Graduate	2 years of relevant experience	None required but applicant with NC II Driver will be preferred	Professional Driver's License	
21e. Core Competen	cies		Competency Level	
Exemplifying Integrity and Pros moral principles, values, and	2			
. Delivering Service Excellence	2			
. Communication Savy - Effective	2			
. Interpersonal relationship ma ork well in a team to achieve re	-	steracts with colleagues, customers and clients, and	2	
. Change Adaptation - Works e ppropriately in dealing with cha		ons and adapts one's thinking, behaviour and style	2	
. Gender-responsive managem and issues	1			
21f. Functional Comp	etencies		Competency Level	
. Critical Thinking and Problem		s results by applying appropriate strategies and	1	
nrough creating VSU Safety Co		effective health and safety of workers in the workplace such that all faculty and staff will be made aware of the cness/accidents.	1	
nitigation, prevention, risk prepa	redness and responding by conducting a pe	nzards in the workplace and develop plans on	1	
	with RA 10121 to ensure safety of residents,	faculty and staff of any risk.		
i. Waste Management- Implement	nts and ensures the effective waste segrega		1	
Waste Management- Implement wareness and empowerment in lational and international sanitate Maintenance and Management	ints and ensures the effective waste segrega accordance with Republic Act 9003 that lead ion and pollution level standards.	faculty and staff of any risk. ation, collection, disposal through stakeholders' ad to cleaner and greener University adherence to ation monitoring to effectively and efficiently deliver	1	
. Waste Management- Implement in wareness and empowerment in actional and international sanitate. Maintenance and Management apair/maintenance services for	ints and ensures the effective waste segregal accordance with Republic Act 9003 that leadion and pollution level standards. In Develops maintenance planning and oper buildings, facilities, equipment, machineries	faculty and staff of any risk. ation, collection, disposal through stakeholders' ad to cleaner and greener University adherence to ation monitoring to effectively and efficiently deliver and vehicles.	1	
. Waste Management- Implement wareness and empowerment in ational and international sanitate. Maintenance and Management epair/maintenance services for Parcentage of Working	ints and ensures the effective waste segregal accordance with Republic Act 9003 that lead ion and pollution level standards. Int Develops maintenance planning and oper buildings, facilities, equipment, machineries	faculty and staff of any risk. ation, collection, disposal through stakeholders' ad to cleaner and greener University adherence to ation monitoring to effectively and efficiently deliver and vehicles.		
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Waste Management- Implement wareness and empowerment in ational and international sanitate. Maintenance and Management apair/maintenance services for Percentage of Working Time	Ints and ensures the effective waste segregal accordance with Republic Act 9003 that lead ion and pollution level standards. Int Develops maintenance planning and oper buildings, facilities, equipment, machineries FIES AND RESPONSIBILITIES (Telegraph (State the duties)) Provides transportation to university staff on o	faculty and staff of any risk. ation, collection, disposal through stakeholders' ad to cleaner and greener University adherence to ation monitoring to effectively and efficiently deliver and vehicles. chnical Competencies) s and responsibilities here:) fficial business and ready before departure	1 Competency Level	
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Waste Management- Implement wareness and empowerment in ational and international sanitate. Maintenance and Management apair/maintenance services for Percentage of Working Time 30	Ints and ensures the effective waste segregal accordance with Republic Act 9003 that lead ion and pollution level standards. Int Develops maintenance planning and oper buildings, facilities, equipment, machineries FIES AND RESPONSIBILITIES (Tease (State the duties)) Provides transportation to university staff on the Company of the Machineries of the Company of the Machineries of the Mach	faculty and staff of any risk. ation, collection, disposal through stakeholders' ad to cleaner and greener University adherence to ation monitoring to effectively and efficiently deliver and vehicles. chnical Competencies) s and responsibilities here:) fficial business and ready before departure and transmittal to/from pier id maintenance tasks in VSU-Cebu in providing cleanliness and orderliness in istering, issuing of OR, and finding taxi for guests J-Cebu building and its premises documents to/from suppliers	Competency Level	
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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.

RANILO V. GIOMAN
Employee's Name, Date and Signature

/Les

Supervisor's Name, Date and Signature