
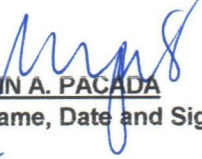


<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</div> <div>ADMINISTRATIVE AIDE IV (DRIVER II)</div>	
<div>2. ITEM NUMBER</div> <div>VISCAB-ADA4-120-2004</div>		<div>3. SALARY GRADE</div> <div>4</div>	
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div> <div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div> <div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div>			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Provides transport, assistance to canvassing and lodging services in VSU-Cebu operation			
21. QUALIFICATION STANDARDS			
21a. Education	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 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 and issues			1
21f. Functional Competencies			Competency Level
1. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment			1
2. 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
3. Risk Management- Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.			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. Maintenance and Management Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
30	Provides transportation to university staff on official business	1	
	Keeps service vehicle clean, well-maintained, and ready before departure	1	
	Delivers/picks up prepared shipment of items and transmittal to/from pier	1	
30	Assists/performs minor construction, repair and maintenance tasks in VSU-Cebu	1	
	Assists VSU-Cebu Lodging House caretaker in providing cleanliness and orderliness in guestrooms and public areas	1	
	Assists in opening gate, carrying luggage, registering, issuing of OR, and finding taxi for guests	1	
	Assists in providing security and safety of VSU-Cebu building and its premises	1	
20	Assists in serving and retrieving procurement documents to/from suppliers	1	
	Picks up/handcarries urgent purchased items	1	
	Assists in checking, marking, packing, and loading of items for shipment	1	
10	Assists in liaisoning services as requested from the Main Campus	1	
	Assists in delivering/picking up of documents from VSU-Main to/from addressee in Cebu	1	
	Buys boat ticket for official guest in Cebu City	1	
10	Performs other related duties as maybe assigned by superior	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.			
 RANILO V. GIOMAN Employee's Name, Date and Signature		 NEVIN A. PACADA Supervisor's Name, Date and Signature	