

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**

**ADMINISTRATIVE AIDE III**

**2. ITEM NUMBER**

n/a

**3. SALARY GRADE**

3

**4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS**

- ☐ Province  
☒ City  
☐ Municipality

- ☐ 1st Class  
☐ 2nd Class  
☐ 3rd Class  
☐ 4th Class

- ☐ 5th Class  
☐ 6th Class  
☐ Special

**5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT**

STATE UNIVERSITY AND COLLEGES

**6. BUREAU OR OFFICE**

VISAYAS STATE UNIVERSITY

**7. DEPARTMENT / BRANCH / DIVISION**

RECRUITMENT, SELECTION, PLACEMENT AND  
PERSONNEL RECORDS OFFICE

**8. WORKSTATION / PLACE OF WORK**

VSU, BAYBAY CITY, LEYTE

**9. PRESENT APPROP ACT**

N/A

**10. PREVIOUS APPROP**

N/A

**11. SALARY AUTHORIZED**

15,265

**12. OTHER COMPENSATION**

ACA/PERA P2000

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

HEAD, RSPPRO

**14. POSITION TITLE OF NEXT HIGHER SUPERVISOR**

**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

**16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK**

DESKTOP COMPUTER, PRINTER

**17. CONTACTS / CLIENTS / STAKEHOLDERS**

**17a. Internal**

**Occasional**

**Frequent**

**17b. External**

**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)  
☐

**19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION**

Provides support services to the staff and heads.



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

Prepared, organized, and encoded human resource data for migration to the database.

**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. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	1
4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of task, activities or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.	1
5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.	1

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

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
30%	1. Responsible for inputting data and making changes to existing data figures in HRIS-Plantilla	1
20%	2. Assist update the PSIPOP per approved plantilla appointment & issued NOSA/NOSI on all campuses	1
20%	3. Email publication of job vacancy to the CSC. Scan and photocopy publication/job posting and publish the vacant position in HRIS website and bulletin boards	1
20%	4. Assist in the comparative assessment in selection of job applicants.	1
10%	5. 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.

  
**LIONEL H. LIONG**

Employee's Name, Date and Signature

  
**LUVILLA G. ALCOBER**

Supervisor's Name, Date and Signature