
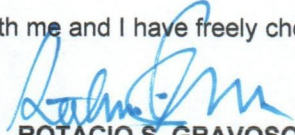


<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b>		<b>1. POSITION TITLE (as approved by authorized agency with parenthetical title)</b>  <b>ADMINISTRATIVE AIDE VI (Clerk)</b>			
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>			
PLANTILLA OF CASUAL APPOINTMENTS		6			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province  <input checked="" type="checkbox"/> City  <input type="checkbox"/> Municipality </div> <div> <input type="checkbox"/> 1st Class  <input type="checkbox"/> 2nd Class  <input type="checkbox"/> 3rd Class  <input type="checkbox"/> </div> <div> <input type="checkbox"/> 5th Class  <input type="checkbox"/> 6th Class  <input type="checkbox"/> Special </div> </div>					
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>			
VISAYAS STATE UNIVERSITY		DYDC-FM			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>			
VSU RADIO DYDC-FM		VSU, BAYBAY CITY, LEYTE			
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>		
NA	NA	P15,957.20	ACA/PERA P2,000.00		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>			
MANAGER		DEAN			
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>					
(if more than seven (7) list only by their item numbers and titles)					
CLERK		PLANTILLA CASUAL APPOINTMENT			
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>					
COMPUTER, ETC.					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	
				<b>Occasional</b>	<b>Frequent</b>
Executive / Managerial		<input type="checkbox"/>	<input type="checkbox"/>	General Public	
Supervisors		<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	
Non-Supervisors		<input type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):	
Staff		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
<b>18. WORKING CONDITION</b>					
Office Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>					
Clerk, Utility Messenger of the Visayas State University					
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>					
Clerk, Utility Messenger of the Visayas State University					
<b>21. QUALIFICATION STANDARDS</b>					
<b>21a. Education</b>		<b>21b. Experience</b>		<b>21c. Training</b>	
2 years in in College		None Required		None Required	
				<b>21d. Eligibility</b>	
				MC#11, S.1996 (DATA ENCODER)	
<b>21e. Core Competencies</b>				<b>Competency Level</b>	
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
<b>21f. Functional Competencies</b>		<b>Competency Level</b>
1. Process Improvement - Develops, formulates and reviews for enhancement processes, policies and procedures		1
2. 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
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	
70%	1. Perform all clerical works and arranged office files;	1
15%	2. Clean offices, studios, hallways, stairs and restrooms of the radio station and water ornamental plants;	1
10%	3. Deliver documents to the administration building and other concerned offices and make follow-ups; and	1
5%	4. Perform other tasks assigned by the Station Manager.	1
100%		
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>		
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">   <b>EDDIE M. ISRAEL</b>  Employee's Name, Date and Signature </div> <div style="text-align: center;">   <b>ROTACIO S. GRAVOSO</b>  Supervisor's Name, Date and Signature </div> </div>		