

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 VI
(Clerk III)**

2. ITEM NUMBER

ADA6-112-2023

3. SALARY GRADE

6

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 UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

FACULTY OF ENGINEERING

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

18,957.00

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

DEAN, FACULTY OF ENGINEERING

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VICE PRESIDENT, ACADEMIC AFFAIRS

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

COMPUTER, PRINTER, TELEPHONE

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial

☐
☐

General Public

☒
☐

Supervisors

☒
☐

Other Agencies

☒
☐

Non-Supervisors

☐
☒

Others (Please Specify):

Staff

☐
☒

18. WORKING CONDITION

Office Work

☒
☐

Other/s (Please Specify)

Field Work

☒
☒

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

Responsible for providing administrative and clerical support to ensure the efficient operation of the faculty. It handles document processing, records management, coordination of faculty activities, and assistance in the implementation of academic and administrative programs.

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

Provides administrative and clerical support to the Faculty of Engineering by receiving, recording, and releasing documents; maintaining and organizing office records; encoding and preparing reports; coordinating schedules and faculty activities; and assisting in the implementation of academic and administrative programs to ensure smooth and efficient operations of the office.

21. QUALIFICATION STANDARDS

21a. Education

21b. Experience

21c. Training

21d. Eligibility

Completion of two years studies in college

None Required

None Required

Career Serive
(Sub-professional)
First Level Eligibility

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