1. POSITION TITLE (as approved by authorized agency) Republic of the Philippines with parenthetical title POSITION DESCRIPTION FORM **DBM-CSC Form No. 1** (Revised Version No. 1, s. 2017) ADMINISTRATIVE AIDE III (Clerk I) 2. ITEM NUMBER 3. SALARY GRADE LS 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS ☐ Province ☐ 1st Class ☐ 5th Class ☑ City 2nd Class ☐ 6th Class ☐ Municipality 3rd Class ☐ Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT STATE UNIVERSITY & COLLEGES VISAYAS STATE UNIVERSITY 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK UNIVERSITY REGISTRAR VSU, BAYBAY CITY, LEYTE 9. PRESENT APPROP ACT | 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED | 12. OTHER COMPENSATION N/A P 15.044.92 P90.90/day 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR UNIVERSITY REGISTRAR VP FOR 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, Shredder, Photocopier 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / Managerial General Public П Supervisors Other Agencies П 1 Non-Supervisors Others (Please Specify): Staff **V** 18. WORKING CONDITION Office Work Other/s (Please Specify) V Field Work П 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Performs administrative duties within the department.

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Serve as specialist and consultant of the assigned courses. 21. QUALIFICATION STANDARDS 21a. Education 21b. Experience 21c. Training 21d. Eligibility College Graduate None Required None Required CS (Subprofessional) Barangay 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. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction 3. Communication Savy - Effectively delivers messages that simply focus on facts or information; 4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results 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. 6. Gender-responsive management - Promotes gender equality and women empowerment to address genderrelated problems Competency Level 21f. Functional Competencies 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 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. 3. 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. 4. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder. 5. 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. 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) Competency Level Percentage of Working (State the duties and responsibilities here:) Time 20% 1. Evaluates students records as to curricular level, scholastic standing, graduation, etc. 2. Evaluates subjects and credits earned in other schools. 20% 20% 3. Serves as specialist and consultant of the assigned courses. 4. Checks/Verifies and initial signs prepared Transcript of 20% Records and certifications (first issuance) 5. Prepares list of candidates for graduation and furnish copies 10%

23. ACKNOWLEDGMENT AND ACCEPTANCE:

10%

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.

6. Performs other related tasks as maybe assigned from time to

APRIL ANN O. MONTALBAN Employee's Name, Date and Signature

time

to department/college deans.

RAYMUND M. IGCASAMA
Supervisor's Name, Date and Signature