## 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** 2. ITEM NUMBER 3. SALARY GRADE LS 3 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS ☐ Province ☐ 1st Class ☐ 5th Class ☐ 6th Class ☑ City 2nd Class ☐ Municipality 3rd Class □ Special 4th Class 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY OFFICE OF THE DATA PROTECTION OFFICER 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED | 12. OTHER COMPENSATION P616.91/DAY ACA/PERA P2,000.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR HEAD, DATA PROTECTION OFFICER **EXECUTIVE SECRETARY** 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, BALLPEN, PHOTOCOPIER 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / Managerial V General Public 1 Supervisors V Other Agencies 1 Non-Supervisors 1 Others (Please Specify): 1 18. WORKING CONDITION Office Work 1 Other/s (Please Specify) Field Work

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

Provides support services to the Data Protection Officer

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

Assist in the preparation and release of communications, assist in the preparation of PPMP and PRs, control the ingoing and outgoing documents in the office and perform other function as assigned by supervisors.

21. QUALIFICATION STANDA			04.1 EV 11.1	174
21a. Education	21b. Experience	21c. Training	21d. Eligibility	
Completion of 2 years studies in college	None Required	None Required	Career Service (sub professional)	
21e. Core Competencies			Competency	Level
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			2	
Communication Savy - Effectively delivers messages that simply focus on facts or information;			2	
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	
Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems			1	
21f. Functional Competencies			Competency	Level
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      Documents and Records Management- Applies and adapts records management standards related to the cycle			1	
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.				
Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives			1	
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. Level-1			1	
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.  Level 1			1	
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency I	Level	
Percentage of Working Time	(State the duties and re			
	Assist in the preparation comm	unications	1	
30%	Control documents		1	
	Control documents Assist PPMP and PR preparation	on for the office	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.

CHIZKA MAE'S. MARTINEZ
Employee's Name, Date and Signature

RYSAN C. GUINOCOR
Supervisor's Name, Date and Signature