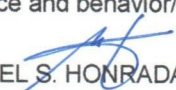
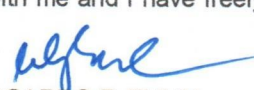


<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title	
		Administrative Aide I	
2. ITEM NUMBER		3. SALARY GRADE	
ADA 1-165-2004		SG I	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		Philippine Root Crop Research and Training Center (PhilRootcrops)	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
Philippine Root Crop Research and Training Center (PhilRootcrops)		VSU, BAYBAY CITY, LEYTE	
9. PRESENT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P12,034	ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, Production Division		Director	
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			
Bolo, soft broom and other cleaning materials			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive / Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Non-Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):
	<input type="checkbox"/>	<input type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
PhilRootcrops spearhead the research and development of the rootcrops industry in the country			



<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
Maintains the cleanliness of the PhilRootcrops complex			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
High School Graduate	NONE REQUIRED	NONE REQUIRED	NONE REQUIRED
<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. Facilitating Learner Centered Environment Applies theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.			1
2. Innovative Learning Strategies - Adopts principles and develops teaching strategies by designing outcomes-based course syllabi to adapt to the changing educational landscape.			1
3. Innovative Instructional Materials Development - Designs and creates learning lessons, teaching-learning experiences that utilize innovative technologies in various learning environment			1
4. Filipino Values Restoration- Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.			1
5. Research and Extension Management - Prepares research and extension proposals and knowledgeable in the implementation and management of research and extension projects			1
6. Publication Writing - Develops and produces scientific article for peer-reviewed journals by utilizing research outputs			1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>			<b>Competency Level</b>
<b>Percentage of Working Time</b>	<b>(State the duties and responsibilities here:)</b>		
40%	1. Cleans PhilRootcrops staff room, comfort room and training hall.		1
30%	2. Maintain the landscape of the PhilRootcrops quadrangle and immediate vecinities		1
20%	3. Serves as alternate to the messenger in the processing/follow-up of documents		1
10%	4. Performs other functions that maybe assigned to him from time to time		
<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>MIGUEL S. HONRADA, JR.</b>  Employee's Name, Date and Signature </div> <div style="text-align: center;">   <b>EDGARDO E. TULIN</b>  Supervisor's Name, Date and Signature </div> </div>			