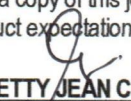
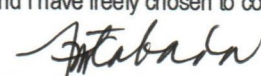


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1,		1. POSITION TITLE (as authorized by DBM) ADMINISTRATIVE AIDE III			
2. ITEM NO.:		3. SALARY GRADE : 3			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class		<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY					
7. DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK		
OFFICE OF THE PRESIDENT – GAD PROGRAM & ANTI-SEXUAL HARASSMENT UNIT			Visca, Baybay City, Leyte		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	12. OTHER
					ACA PERA
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
University GAD/ASHO Coordinator			University President		
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED					
(if more than seven (7) list only by their item numbers and titles) None					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Desktop computer set, printer, scanner, cell phone & tablet for communication					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive/Managerial Supervisors		(x)		()	
Non Supervisors		()		(x)	
Staff		()		(x)	
17b. External		Occasional		Frequent	
General Public		()		(x)	
Other Agencies		(x)		(x)	
Others (Please specify: Administrative Offices)		()		(x)	
18. WORKING CONDITION					
Office Work		(x)		Other/s (Please Specify) TRAVEL depending on invitation/ requests	
Field Work		()			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Mainstreaming gender in all university functions to ensure gender equality and women's empowerment towards a gender-responsive organization					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
To assist the VSU GAD/ASHO Coordinator in the implementation of gender-responsive Programs/Activities/Projects including the maintenance of a functional Anti-Sexual Harassment Unit					
21. QUALIFICATON STANDARDS					
21a. Education		21b. Experience		21c. Training	21d. Eligibility

21e. CORE COMPETENCIES	Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1
21f. FUNCTIONAL COMPETENCIES	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
21g. TECHNICAL COMPETENCIES	Competency Level
	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
<ol style="list-style-type: none"> 1. Assist the VSU GAD Coordinator in the implementation of gender –responsive Programs/Activities/Projects 2. Prepare annual GAD Plan & Budget, Accomplishment Reports and other related reports 3. Maintain a functional GAD/ASH Office 4. Assist GAD/ASH clients within the prescribe rules and regulations 5. Prepare logistics and other administrative concerns for GAD/ASHU activities 	
23. ACKNOWLEDGMENT AND ACCEPTANCE	
I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.	
 LETTY JEAN C. LOR – 3/16/18 Employee's Name, Date and Signature	 MARIA AURORA TERESITA W. TABADA - 3/16/18 Supervisor's Name, Date and Signature