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 III**

2. ITEM NUMBER	3. SALARY GRADE
L.S.	SG:3, Step: 1

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	6. BUREAU OR OFFICE
VISAYAS STATE UNIVERSITY	**OFFICE OF THE DEAN OF STUDENTS**

7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF WORK
OFFICE OF THE DEAN OF STUDENTS	**VSU, BAYBAY CITY, LEYTE**

9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
N.A	N.A	**P 667.18/ day**	**P 90.90/day**

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR
DEAN OF STUDENTS	**VICE PRESIDENT FOR STUDENT AFFAIRS & SERVICES**

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

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

	Occasional	Frequent	
Office Work	☑	☐	Other/s (Please Specify)
Field Work	☐	☐	

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

Provides administrative support services to the Office of the Dean of Students

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

Produce all the outputs mandated of the Office concerned especially for Administrative Functions, such as but not limited to vouchers, payroll, communications, appointments & etc.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	None Required

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
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

21f. Functional Competencies	Competency Level
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	1
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.	1
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	1
4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.	1
5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
10%	1. Facilitates and screens clients of the Dean of Students	1
10%	2. Prepares Outgoing Communication/Documents: Notice of Meeting, Attendance Sheet, Trip Ticket, OIC, TO, Overtime, Certifications, Memo & others.	1
20%	3. Prepares Financial/Administrative Documents: Payroll for JOs, SA, Stipend of Scholars, Honoraria, PPMPs & PRs, Vouchers for Reimbursement, Travel & others.	1
20%	4. Prepares Appointment of Job Orders, Casual, Dorm Advisers', DBGF, Campus Ministers, Organization Advisers' and other outgoing communications related student services.	1
20%	5. Serves as the Deputy Document and Records Controllers of office of the Dean of Students.	2
20%	6. File all documents accordingly based from ISO standards and other accrediting/assessing body.	2

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.

MERIAM M. LUNA, December 2023
Employee's Name, Date and Signature

CHONA A. BRIT, December 2023
Supervisor's Name, Date and Signature