Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		POSITION TITLE (as approved by authorized agency) with parenthetical title		
		ADMINISTRATIVE AIDE III		
2. ITEM NUMBER		3. SALARY GRADE		
			3	
4. FOR LOCAL GOVERNM	ENT POSITION, ENUMERATE	GOVERNMENTAL UNIT AND C	LASS	
☐ Province	□ 1s	st Class	☐ 5th Class	
☑ City		nd Class	Gth Class	
☐ Municipality		d Class h Class	☐ Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE		
	TATE UNIVERSITY	OFFICE OF THE BOR & UNIVERSITY SECRETARY		
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK		
OFFICE OF THE BOR & UNIVERSITY SECRETARY		VSU, BAYBAY CITY, LEYTE		
9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT		11. SALARY AUTHORIZED 12. OTHER COMPENSATION		
NA	NA	667.18	12. OTHER COMPENSATION	
13. POSITION TITLE OF IN		14. POSITION TITLE OF NEX	T LICUED SUBEDVISOR	
	RSITY SECRETARY		PRESIDENT	
15. POSITION TITLE, AND	(if more than seven (7) list or	SUPERVISED The street is a superior of the su	6)	
POSI	TION TITLE		NUMBER	
16. MACHINE, EQUIPMEN	T, TOOLS, ETC., USED REGUL	LARLY IN PERFORMANCE OF V	VORK	
	DESKTOP COMPU	ITER, PRINTER, COPIER		
17. CONTACTS / CLIENTS				
17a. Internal Executive / Managerial	Occasional Frequent		Occasional Frequent	
Supervisors		General Public Other Agencies		
Non-Supervisors		Others (Please Specify):		
Staff				
18. WORKING CONDITION Office Work		Other/s (Please Specify)		
Field Work		Other's (Flease Specify)		
19. BRIEF DESCRIPTION	OF THE GENERAL FUNCTION	OF THE LINIT OR SECTION		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides support services to the President				
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Receives/files/releases documents to concern office/personnel				
		sonnel		
21. QUALIFICATION STAN 21a. Education	IDARDS 21b. Experience	24c Training	OLD FILLING	
Completion of 2 years	None Required	21c. Training None Required	21d. Eligibility None Required	
studies in college	Trans Traquilla	None Required	None Required	
21e. Core Competenci	es		Competency Level	
ethical as well as moral principles,	values, and standards of public office	ds of professional behaviour, adhering to	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	
Change Adaptation - Works effet behaviour and style appropriately in	2			
Gender-responsive managemen related problems	1			

21f. Functional Compe	etencies	Competency Level
Administrative Services Manage both material and human, in order the different offices/colleges/depa	1	
Documents and Records Mana of records in the university which a policies, transactions and effective	1	
Facilitation - Guides the excharable objectives	1	
4. Process Management - Develo which govern the execution of tas results are delivered effectively ar opportunities for improving/stream	1	
5. Monitoring and Evaluation - Ga ongoing activities are still a	1	
22. STATEMENT OF DUT	Competency Level	
Percentage of Working Time	(State the duties and responsibilities here:)	
50%	Receives/File/Releases documents to concern office/ personnel	1
30%	2. Prepare and processes trip tickets/POs/travel reimbursement	1
20%	Assist AO prepare agenda folders for BOR/UADCO/UAC Meetings	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.

ANTONIETA D. ISRAEL

Employee's Name, Date and Signature

GUIRALDO C. FERNANDEZ, JR.
Supervisor's Name, Date and Signature