
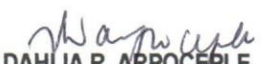



|  |                            |  |                                       |                   |                         |
|--|----------------------------|--|---------------------------------------|-------------------|-------------------------|
|  <b>REPUBLIC OF THE PHILIPPINES</b><br><b>JOB DESCRIPTION FORM</b>  |                            | <b>1. POSITION TITLE (as authorized by DBM)</b><br><br><b>ADMINISTRATIVE AIDE IV</b>   |                                       |                   |                         |
| <b>2. ITEM NO.:</b> ADA4-145-2004  |                            | <b>3. SALARY GRADE :</b> 4   |                                       |                   |                         |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>   |                            |  |                                       |                   |                         |
| <input type="checkbox"/> provincial<br><input type="checkbox"/> city<br><input type="checkbox"/> municipality  |                            | <input type="checkbox"/> 1 <sup>st</sup> class<br><input type="checkbox"/> 2 <sup>nd</sup> class<br><input type="checkbox"/> 3 <sup>rd</sup> class<br><input type="checkbox"/> 4 <sup>th</sup> class<br><input type="checkbox"/> 5 <sup>th</sup> class<br><input type="checkbox"/> 6 <sup>th</sup> class<br><input type="checkbox"/> Special |                                       |                   |                         |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b><br><br>VISAYAS STATE UNIVERSITY   |                            | <b>6. BUREAU OR OFFICE</b><br><br>   |                                       |                   |                         |
| <b>7. DEPARTMENT/BRANCH/DIVISION</b><br><br>DEPARMENT OF CIVIL ENGINEERING   |                            | <b>8. WORKSTATION/PLACE OF WORK</b><br><br>VSU , Baybay City, Leyte  |                                       |                   |                         |
| <b>9. PRES, APPROP ACT</b>   | <b>1. PREV. APPROP ACT</b> | <b>11. SALARY AUTHORIZED</b>   | <b>12. OTHER</b>                      |                   |                         |
|  |                            | P 139,896.00   | ACA PERA                              |                   |                         |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b><br><br>Head, Department of Civil Engineering   |                            | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b><br><br>Dean, College of Engineering  |                                       |                   |                         |
| <b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b><br>(if more than seven (7) list only by their item numbers and titles) None  |                            |  |                                       |                   |                         |
| <b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b><br><br>Computer, scanner, printer, calculator, log book, ballpen   |                            |  |                                       |                   |                         |
| <b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>   |                            |  |                                       |                   |                         |
| <b>17a. Internal</b>   | <b>Occasional</b>          | <b>Frequent</b>  | <b>17b. External</b>                  | <b>Occasional</b> | <b>Frequent</b>         |
| Executive/Managerial Supervisors   | (✓)                        | ( )  | General Public                        | ( )               | (✓)                     |
| Non Supervisors  | (✓)                        | (✓)  | Other Agencies                        | (✓)               | ( )                     |
| Staff  | (✓)                        | (✓)  | Others (Please specify: Admin Offices | ( )               | (✓)                     |
| <b>18. WORKING CONDITION</b>   |                            |  |                                       |                   |                         |
| Office Work  |                            | (✓)  | Other/s (Please Speciy)               |                   |                         |
| Field Work   |                            | ( )  |                                       |                   |                         |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b><br><br>Implements the Civil Engineering program and do research and extension  |                            |  |                                       |                   |                         |
| <b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b><br><br>Provides clerical and support function to instruction, research and extension functions of the department. |                            |  |                                       |                   |                         |
| <b>21. QUALIFICATON STANDARDS</b>  |                            |  |                                       |                   |                         |
| <b>21a. Education</b>  | <b>21b. Experience</b>     | <b>21c. Training</b>   | <b>21d. Eligibility</b>               |                   |                         |
| Completion of 2 years studies in college   | None required              | None required  | CSSP 1 <sup>ST</sup> LEVEL            |                   |                         |
| <b>21e. CORE COMPETENCIES</b>  |                            |  |                                       |                   | <b>Competency Level</b> |



|   |  |
|---|--|
| 1. Exemplifying Integrity<br>Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules   | 1  |
| 2. Delivering Service Excellence<br>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<br>Provides timely solutions to problems and decision dilemmas that have clear-cut 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. ORGANIZATIONAL 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  |
| 5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.   | 1  |
| 6. Managing information - Collects, organizes & maintains data.   | 1  |
| 21g. TECHNICAL COMPETENCIES   | Competency Level   |
| Provides support and clerical services for Civil Engineering faculty and staff.   | 1  |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)   | Competency Level   |
| 22a. Records Management<br>Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.   |  |
| 1. Prepares draft communications of the department and other documents required for final action by the department head.  | 1  |
| 2. Prepares reports such as cash advance, reimbursements, purchase requests, travel order, trip tickets, faculty workload and other office documents.   | 1  |
| 3. Maintains office records by sorting and filling the same for efficient reference, search and retrieval.  | 1  |
| 4. Provides frontline services by answering queries and request from students and other clients.  | 1  |
| 22b. Information Technology.<br>Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.  |  |
| 22b 1. Encodes office reports and other documents. Transmits, and receives data and information via electronic mail (e-mail) and pop up style LAN Messenger (IP Messenger).   | 1  |
| 22c. Perform other related tasks as may be assigned from time to time   |  |
| 22c 1. Computer maintenance.  | 1  |
| 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.  |  |
| <br>DAHLIA R. ARPOCEPLE<br>Employee's Name, Date and Signature   | <br>EPIFANIA G. LORETO<br>Supervisor's Name, Date and Signature |