
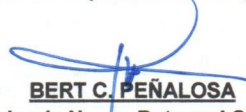


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1		1. POSITION TITLE (as approved by authorized agency) with parenthetical title ADMINISTRATIVE AIDE III (Clerk I)	
2. ITEM NUMBER ADA3 - 194 - 2004		3. SALARY GRADE 3	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY		6. BUREAU OR OFFICE DEPARTMENT OF BUSINESS AND MANAGEMENT	
7. DEPARTMENT / BRANCH / DIVISION DBM		8. WORKSTATION / PLACE OF WORK VSU, Visca, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT NA	10. PREVIOUS APPROP ACT NA	11. SALARY AUTHORIZED P14,678 .00	12. OTHER ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DBM		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, CME	
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, PHOTOCOPIER			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal		17b. External	
Executive / Managerial Supervisors Non-Supervisors Staff	Occasional <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/>	Frequent <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Occasional <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Frequent <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
18. WORKING CONDITION			
Office Work <input checked="" type="checkbox"/>		Other/s (Please Specify)	
Field Work <input type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides support services to the Instruction, Research and Extension.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Provides support services to the Instruction, Research and Extension functions of the unit.			
21. QUALIFICATION STANDARDS			
21a. Education Completion of 2 years studies in college	21b. Experience None Required	21c. Training None Required	21d. Eligibility Career Service(Sub professional) First Level Eligibility
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 and issues			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. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment		1
4. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.		1
33. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	
25%	1. Preparation of policies/issuances/correspondence Pro-forma letters/cover/transmittal/ acknowledgement letters prepared	1
10%	2. Issuance of existing documents Documents issued to requesting party (Grades/registration forms/certificates)	1
10%	3. Clearance from office accountability Staff/students Cleared from accountability	1
10%	4. Act as deputy Document and Records Controller	1
10%	5. Information and record management Incoming/ outgoing documents recorded/filed/archive retrieve/downloaded and filed	1
10%	6. Preparation of Standard Government Forms Claims and Reimbursements Travel order, cash advances, trip ticket, PR, RIS, Job request, appt. application tor leave etc.	1
5%	7. Attendance to meetings/trainings/workshop	1
5%	8. Preparation of plans and reports Annual Procurement Plan (APP) prepared	1
5%	9. Involvement in Teaching Support Services Individual Faculty Workload and Projected workload Prepared, Faculty performance monitored/evaluated, IPCR prepared for the faculty/staff	1
10%	10. Performs other related tasks as maybe assigned from time to time. No. of copies printed/photocopied	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.		
 JULIE ANN ORIAS 02/01/2023 Employee's Name, Date and Signature		 BERT C. PEÑALOSA Supervisor's Name, Date and Signature