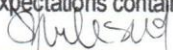| REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM	1. POSITION TITLE (as authorized by DBM)
	Administrative Aide IV

2. ITEM NO.: ViSCA B - ADA4-143-204	3. SALARY GRADE : 4

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS

() provincial () 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	INFORMATION OFFICE

7. DEPARTMENT/BRANCH/DIVISION	8. WORKSTATION/PLACE OF WORK
	VSU , Baybay

9. PRES, APPROP ACT	10. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		145,860/A	ACA PERA P 24,000/annum

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Head, Information Office	

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

Computer (desktop, laptop, netbook), computer mouse, ballpen, pencil, ruler, scissors, cutter, bond paper

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	(x)	( )	General Public	( )	(x)
Supervisors	( )	( )	Other Agencies	(x)	( )
Non Supervisors	(x)	(x)	Others (Please specify:	( )	(x)
Staff	(x)	(x)	Admin Offfices		

18. WORKING CONDITION

Office Work	(x)	Other/s (Please Specify)
Field Work	( )	

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

Information Office – Produce the official publication of VSU, The Obelisk.

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

21. QUALIFICATON STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
BS Development Communication Major in Development Journalism	Intern Writer – Daily Tribune Administrative Aide –VSU Manila Office	N/A	CSC Sub-Professional

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. 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.	
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 & maintain data.	1

21g. TECHNICAL COMPETENCIES	Competency Level
Computer literate – MS Word, Excel, Powerpoint, Corel Draw	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
22a. Records Management Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies. Recordsa and organizes all incoming and outgoing documents and materials.	1 1
22b. Information Technology. 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. Facilitates preparation of documents (payments, letters, etc.) using Microsoft Office. Facilitates publication layout using Corel Draw.	1
22c. Perform other related tasks as may be assigned from time to time 22c Documentation of university activites. Newsgathering/writing for the university publication.	1 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.

SHEILA MARIE C. LEMOS, April 25, 2017
Employee's Name, Date and Signature

WOLFREDA T. ALESNA, PhD, April 25, 2017
Supervisor's Name, Date and Signature