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| <div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div> | | | <div>1. POSITION TITLE (as approved by authorized agency)</div> <div>with parenthetical title</div> <div>ADMINISTRATIVE AIDE III</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>2. ITEM NUMBER</div> | | | <div>3. SALARY GRADE</div> <div>SG:3, Step: 1</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div><div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div><div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>5. DEPARTMENT, CORPORATION OR AGENCY/</div> <div>LOCAL GOVERNMENT</div> <div>VISAYAS STATE UNIVERSITY</div> | | | <div>6. BUREAU OR OFFICE</div> <div>OFFICE OF THE DEAN OF STUDENTS</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>OFFICE OF THE DEAN OF STUDENTS</div> | | | <div>8. WORKSTATION / PLACE OF WORK</div> <div>VSU, BAYBAY CITY, LEYTE</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>9. PRESENT APPROP ACT</div> | | <div>10. PREVIOUS APPROP ACT</div> | <div>11. SALARY AUTHORIZED</div> <div>P616.91/ day</div> | | <div>12. OTHER COMPENSATION</div> <div>P 90.90/day</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>DEAN OF STUDENTS</div> | | | <div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>VICE PRESIDENT FOR STUDENT AFFAIRS & SERVICES</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <div><div>POSITION TITLE</div><div>ITEM NUMBER</div></div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>DESKTOP COMPUTER, PRINTER</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><tr><td>17a. Internal</td><td>Occasional</td><td>Frequent</td><td>17b. External</td><td>Occasional</td><td>Frequent</td></tr><tr><td>Executive / Managerial</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>General Public</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Other Agencies</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Others (Please Specify):</td><td colspan="2"></td></tr><tr><td>Staff</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td colspan="2"></td></tr></table> | | | | | | 17a. Internal | Occasional | Frequent | 17b. External | Occasional | Frequent | Executive / Managerial | <input type="checkbox"/> | <input checked="" type="checkbox"/> | General Public | <input type="checkbox"/> | <input type="checkbox"/> | Supervisors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other Agencies | <input type="checkbox"/> | <input type="checkbox"/> | Non-Supervisors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Others (Please Specify): | | | Staff | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| 17a. Internal | Occasional | Frequent | 17b. External | Occasional | Frequent | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Executive / Managerial | <input type="checkbox"/> | <input checked="" type="checkbox"/> | General Public | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Supervisors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other Agencies | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Non-Supervisors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Others (Please Specify): | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Staff | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>18. WORKING CONDITION</div> <table><tr><td>Office Work</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr></table> | | | | | | Office Work | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other/s (Please Specify) | Field Work | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | |
| Office Work | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other/s (Please Specify) | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Field Work | <input type="checkbox"/> | <input type="checkbox"/> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>Provides administrative support services to the Office of the Dean of Students</div> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| 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) | | | Competency Level |
| Percentage of Working Time | (State the duties and responsibilities here:) | | |
| 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: | | | |
| <p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  MERIAM M. LUNA, December 2021 Employee's Name, Date and Signature </div> <div style="text-align: center;">  MANOLO B. LORETO, JR., December 2021 Supervisor's Name, Date and Signature </div> </div> | | | |