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|---|-------------------------------------|--|---|--|--------------------------|
| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017) | | | 1. POSITION TITLE (as approved by authorized agency) with parenthetical title | | |
| | | | ADMINISTRATIVE AIDE III | | |
| 2. ITEM NUMBER | | | 3. SALARY GRADE | | |
| LS | | | 3 | | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS | | | | | |
| <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality | | <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class | | <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT | | | 6. BUREAU OR OFFICE | | |
| VISAYAS STATE UNIVERSITY | | | | | |
| 7. DEPARTMENT / BRANCH / DIVISION | | | 8. WORKSTATION / PLACE OF WORK | | |
| N/A | | | VSU, BAYBAY CITY, LEYTE | | |
| 9. PRESENT APPROP ACT | 10. PREVIOUS APPROP ACT | 11. SALARY AUTHORIZED | | 12. OTHER COMPENSATION | |
| N/A | N/A | 14,125.10 | | P90.90/day | |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | | |
| Head for Procurement | | | ODAS | | |
| 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 | | | | | |
| | | | | | |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS | | | | | |
| 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 checked="" 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"/> | | | |
| 18. WORKING CONDITION | | | | | |
| Office Work | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other/s (Please Specify) | | |
| Field Work | <input type="checkbox"/> | <input type="checkbox"/> | | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION | | | | | |
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20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)**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. Occupational Health and Safety Management- Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents. | | | 1 |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | | Competency Level |
| Percentage of Working Time | (State the duties and responsibilities here:) | | |
| 60% | 1. Serve & retrieve as Driver/canvasser of the Procurement Office | 1 | |
| 10% | 2. Haul cargo for VSU Cebu Office, Local suppliers from Ormoc/Baybay to/from suppliers and port. | 1 | |
| 10% | 3. pick-up items to/from suppliers/external providers | 1 | |
| 10% | 4. Seve/retrieve Procurement documents and BAC documents to/from suppliers/external providers. | 1 | |
| 10% | 5. Does other tasks assigned by the immediate Supervisor | 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.


LESTER G. LAYOLA

Employee's Name, Date and Signature


JESSAMINE C. ECLEO

Supervisor's Name, Date and Signature