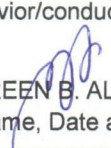
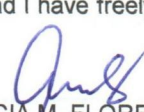


Republic of the Philippines <b>POSITION DESCRIPTION FORM</b> DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title  <div style="text-align: center; font-weight: bold;">ADMINISTRATIVE AIDE VI (Clerk III)</div>	
2. ITEM NUMBER		3. SALARY GRADE	
ViSCAB-ADA6-102-2004		6	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province  <input checked="" type="checkbox"/> City  <input type="checkbox"/> Municipality         </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class  <input type="checkbox"/> 2nd Class  <input type="checkbox"/> 3rd Class         </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class  <input type="checkbox"/> 6th Class  <input type="checkbox"/> Special         </div> </div>			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
STATE UNIVERSITIES & COLLEGES		VISAYAS STATE UNIVERSITY	
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK	
SUPPLY AND PROPERTY OFFICE - SPO		VSU, BAYBAY CITY, LEYTE	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
N/A		17,553	ACA/PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
ADMINISTRATIVE OFFICER V		DIRECTOR, ODAS	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED			
<i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK			
DESKTOP COMPUTER, PRINTER, COPIER, CAMERA			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Occasional	Frequent	Occasional	Frequent
Executive / Managerial Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify): _____
18. WORKING CONDITION			
Office Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other/s (Please Specify)
Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Handles all the Property acknowledgment receipts and Inventory Custodianship slips (PAR and ICS) of all faculty and staff of the university, manages and supervises the overall operation of VSU Fuel Station, and prepares the purchase orders for all BAC awarded biddings.			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Prepares and updates all PAR/ICS of all faculty and staff, manages and supervises the overall operation of VSU Fuel Station, conducts physical inventory and tagging of equipment, assists in the inspection of disposal of VSU unserviceable properties and disposal of sale or death of animals owned by the university, and prepares the purchase order of all awarded bids in BAC.			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	C S (Subprofessional) 1ST Level



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		
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		
5. 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		
6. 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	
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>		
25%	1. Prepares and distribute the Property Acknowledgement Receipt and Inventory Custodianship Slip (PAR/ICS) in the system of all faculty and staff of the university.	1	
25%	2. Manages and supervises the overall operation of VSU Fuel Station and prepares the purchase order for all bids awarded in BAC.	1	
20%	3. Monitors and updates Property card.	1	
15%	4. Act as Disposal Secretary, assists in inspection of disposal of vsu unserviceable properties & disposal of sale or death of animals owned by the university.	1	
10%	5. Act as office dDRC; prepares all the documents related to ISO and other relevant documents in the office.	1	
5%	6. Performs other task as assigned by superior and in the affiliated designation as Property Custodian of Culture and the Arts Center (CAC).	1	
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; align-items: flex-end;"> <div style="text-align: center;">   <b>DOREEN B. ALBA</b>  Employee's Name, Date and Signature </div> <div style="text-align: center;">   <b>ALICIA M. FLORES</b>  Supervisor's Name, Date and Signature </div> </div>			