

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 VI
(Clerk III)

2. ITEM NUMBER

ADA6-92-2004

3. SALARY GRADE

6

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

- ☐ Province
☒ City
☐ Municipality

- ☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

- ☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

STATE UNIVERSITY & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

DEPARTMENT OF METEOROLOGY

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

N/A

11. SALARY AUTHORIZED

18,957.00

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

HEAD, DEPARTMENT OF METEOROLOGY

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Dean, Faculty of Natural and Mathematical Sciences

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

Computer, Laptop, LAN Connection, Printer, Calculator, Ballpen, Pencil, Stapler, Paper Cutter

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify): _____		

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

To conduct instruction, research, and extension activities.

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

Performs clerical and office works.

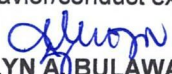
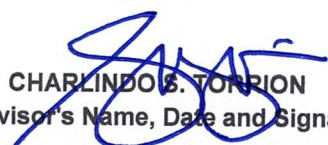
21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	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	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. 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
3. 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. 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/streamliningbasedon experience, feedback, emerging technologies and newdirection.	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)		
Percentage of Working Time	Duties and Responsibilities	Competency Level
50%	Perform the functions of the Document and Records Controller (DRC) within the department by issuing, maintaining, retrieving, and controlling controlled documents; b. assigning of document numbers and other coding controls for document in coordination with the DRC; c. coordinate with and inform relevant personnel on any changes; and d) ensuring the implementation of the control of records	1
25%	Prepares and submits documents such as communications, contracts, workloads, recommendations, requests, permits, and processes cash advances, reimbursements, and liquidations for faculty and staff travel.	1
15%	Record, scan and file incoming and outgoing documents and other records.	1
5%	Facilitate signing of clearance and other documents and assist the students during enrolment and other queries. Handled inquiries and provided assistance to clients, visitors, and callers both in-person and over the phone.	1
5%	Perform other jobs that may be assigned by the department head and faculty.	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;">  JONALYN A. BULAWAN Employee's Name, Date and Signature </div> <div style="text-align: center;">  CHARLINDO S. TORRION Supervisor's Name, Date and Signature </div> </div>	
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