

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

ADA6-113-2013

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 UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

INFORMATION & COMMUNICATIONS TECHNOLOGY
MANAGEMENT CENTER

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

18, 255.00/ month

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

ENGINEER III

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VICE PRESIDENT OF ADMINISTRATION & FINANCE

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

DESKTOP COMPUTER, PRINTER, CAMERA, LCD PROJECTOR

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial

☐

☒

General Public

☐

☐

Supervisors

☒

☐

Other Agencies

☐

☐

Non-Supervisors

☒

☐

Others (Please Specify):

Staff

☒

☐

18. WORKING CONDITION

Office Work

☒

☐

Other/s (Please Specify)

Field Work

☐

☐

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

Provides support services to the Information & Communication Technology Management System Office

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

Log received and released documents; serve as frontline service personnel of the office and attend phone calls, Prepares office-related documents: Trip tickets, TO, RIS, PRs, Vouchers, Payrolls, Pre-travel, Liquidation report, DTR, etc.

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. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results
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.
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems

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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
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.
3. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives
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.
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.

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22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)**Competency Level**

Percentage of Working Time	(State the duties and responsibilities here:)		
25%	1. Log received and released documents; serve as frontline service personnel of the office and attend phone calls and IP	1	
25%	2. Records incoming job request and monitor ICTMC equipment deployment	1	
20%	3. Prepares Trip tickets, TO, RIS, PRs, Vouchers, Payrolls; Pre-travel, Liquidation report, DTR, etc;	1	
15%	4. Generator Maintenance	1	
10%	5. Files documents – Memos, Circulars, and other relevant documents	1	
5%	6. Maintain cleanliness of the office & messengerial works.	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.

MARCO L. CABRAS

10/28/2024

Employee's Name, Date and Signature

SEAN O. VILLAGONZALO

10/28/2024

Supervisor's Name, Date and Signature