1. POSITION TITLE (as approved by authorized agency) Republic of the Philippines with parenthetical title POSITION DESCRIPTION FORM DBM-CSC Form No. 1 **ADMINISTRATIVE AIDE III** (Revised Version No. 1, s. 2017) 2. ITEM NUMBER 3. SALARY GRADE 3 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS ☐ Province ☐ City 1st Class 2nd Class 3rd Class 4th Class 5th Class 2nd Class 6th Class ☐ Municipality ☐ Special 5. DEPARTMENT, CORPORATION OR AGENCY/ 6. BUREAU OR OFFICE LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY NARC 7. DEPARTMENT / BRANCH / DIVISION 8. WORKSTATION / PLACE OF WORK NARC VSU, BAYBAY CITY, LEYTE 9. PRESENT APPROP ACT 10. PREVIOUS APPROP ACT 11. SALARY AUTHORIZED 12. OTHER COMPENSATION P13,572.02 ACA/PERA P2,000.00 13. POSITION TITLE OF IMMEDIATE SUPERVISOR 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR DIRECTOR DIRECTOR 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, PHOTOCOPIER 17. CONTACTS / CLIENTS / STAKEHOLDERS 17a. Internal Occasional Frequent 17b. External Occasional Frequent Executive / Managerial General Public Other Agencies Supervisors Non-Supervisors V Others (Please Specify): Staff V 18. WORKING CONDITION Office Work V Other/s (Please Specify) Field Work 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Provides support services to the Instruction, Research and extension.

	es support services to the instruction	Research and extension functions	s of the unit
I. QUALIFICATION ST		Trescurent and extension functions	3 Of the unit.
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years	Control of the Contro	are. ridining	Zid. Engionity
studies in college	None Required	None Required	
21e. Core Compete	ncies		Compotonou Louel
. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering			Competency Level
o ethical as well as moral principles, values, and standards of public office			2
	e - Complies with VSU's established standar	ds of service delivery for customer	
atisfaction		and the second s	2
B. Communication Savy - Effectively delivers messages that simply focus on facts or information;		2	
Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers			
and clients, and work well in a team to achieve results			2
Change Adaptation - Works	effectively with a variety of people and situati	ons and adapts one's thinking,	_
ehaviour and style appropriately in dealing with change.			2
Gender-responsive manager	nent - Promotes gender equality and women	empowerment to address gender-	THE RESIDENCE OF THE PARTY OF T
lated problems		Consultation of the Consul	1
21f. Functional Con			Competency Level
Administrative Services Man	agement- Develops programs and projects, a	nd mobilizes and manages resources,	1
oth material and human, in ord	der to fully achieve the set objectives and targ	ets of the university in general and of	
	partments/centers in particular		
Documents and Records Management- Applies and adapts records management standards related to the cycle records in the university which are conducted to achieve adequate and proper documentation of government			1
vision transactions and offer	in are conducted to achieve adequate and pro	per documentation of government	
	tive management of the university operations.		ne ej restrator
rategies and methodology to	n Solving - Analyzes, computes, and interpret	s results by applying appropriate	1
trategies and methodology to arrive at sound decisions in a learning environment			
Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, equisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit,			1
at will result to afficient and a	ation, and protection of technologies. In according	dance with the mandate of the unit,	
		main common to the mande of	
	ffective delivery of services by ensuring respo	nsiveness to the needs of	
akeholder.			idalia ipoetori
akeholder. 3. Waste Management- Impler	ments and ensures the effective waste segreg	pation, collection, disposal through	or 1
akeholder. 3. Waste Management- Impler akeholders' awareness and er	ments and ensures the effective waste segreg	pation, collection, disposal through 9003 that lead to cleaner and	. покаж 10 от 11 оп от 100
akeholder. B. Waste Management- Impler akeholders' awareness and er eener University adherence to	ments and ensures the effective waste segreg mpowerment in accordance with Republic Act on national and international sanitation and poll	pation, collection, disposal through 9003 that lead to cleaner and ution level standards.	Competency Level
akeholder. B. Waste Management- Impler akeholders' awareness and er eener University adherence to	ments and ensures the effective waste segreg impowerment in accordance with Republic Act on national and international sanitation and political ITIES AND RESPONSIBILITIES (Tec	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies)	1 Competency Level
akeholder. Waste Management- Impler akeholders' awareness and er eener University adherence to STATEMENT OF DU	ments and ensures the effective waste segreg mpowerment in accordance with Republic Act on national and international sanitation and poll	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies)	1 Competency Level
akeholder. 3. Waste Management- Impler akeholders' awareness and er eener University adherence to common to be stated as a state of the state of th	ments and ensures the effective waste segregon mpowerment in accordance with Republic Act an ational and international sanitation and pollities AND RESPONSIBILITIES (Teclification) (State the duties and responsibilities)	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:)	Competency Level
akeholder. B. Waste Management- Impler akeholders' awareness and er eener University adherence to 2. STATEMENT OF DU Percentage of Working Time	ments and ensures the effective waste segreg impowerment in accordance with Republic Act on national and international sanitation and political ITIES AND RESPONSIBILITIES (Tec	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS,	Competency Level
akeholder. 3. Waste Management- Impler akeholders' awareness and er eener University adherence to 2. STATEMENT OF DU Percentage of Working Time	ments and ensures the effective waste segreg mpowerment in accordance with Republic Act on national and international sanitation and poll ITIES AND RESPONSIBILITIES (Tea (State the duties and re 1. Prepares Government Standard Travel Orders, Itenerary of Travel, completed, cash advances, liquidar	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls,	Competency Level
akeholder. B. Waste Management- Impler akeholders' awareness and er eener University adherence to 2. STATEMENT OF DU Percentage of Working Time	ments and ensures the effective waste segreg mpowerment in accordance with Republic Act on national and international sanitation and poll ITIES AND RESPONSIBILITIES (Tea (State the duties and re 1. Prepares Government Standard Travel Orders, Itenerary of Travel, completed, cash advances, liquidal application for leave, purchase req	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order,	Competency Level
akeholder. 3. Waste Management- Impler akeholders' awareness and er eener University adherence to 2. STATEMENT OF DU Percentage of Working Time	ments and ensures the effective waste segreg mpowerment in accordance with Republic Act on national and international sanitation and poll TIES AND RESPONSIBILITIES (Text (State the duties and re) 1. Prepares Government Standard Travel Orders, Itenerary of Travel, completed, cash advances, liquida application for leave, purchase req obligation request/budget utilization	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, n request, disbursement	Competency Level
akeholder. B. Waste Management- Impler akeholders' awareness and er eener University adherence to 2. STATEMENT OF DU Percentage of Working Time	ments and ensures the effective waste segreg mpowerment in accordance with Republic Act on national and international sanitation and policities AND RESPONSIBILITIES (Text (State the duties and re) 1. Prepares Government Standard Travel Orders, Itenerary of Travel, completed, cash advances, liquida application for leave, purchase req obligation request/budget utilization voucher, inspection and acceptance	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, n request, disbursement e report,	
akeholder. Waste Management- Impler akeholders' awareness and er eener University adherence to a STATEMENT OF DU Percentage of Working Time	ments and ensures the effective waste segreg mpowerment in accordance with Republic Act on national and international sanitation and poll TIES AND RESPONSIBILITIES (Text (State the duties and re) 1. Prepares Government Standard Travel Orders, Itenerary of Travel, completed, cash advances, liquida application for leave, purchase req obligation request/budget utilization voucher, inspection and acceptance claims/reimbursement, job order, job	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, n request, disbursement e report,	
akeholder. Waste Management- Impler akeholders' awareness and er eener University adherence to a STATEMENT OF DU Percentage of Working Time 23%	ments and ensures the effective waste segreg mpowerment in accordance with Republic Act to national and international sanitation and poll tries and research (State the duties and re 1. Prepares Government Standard Travel Orders, Itenerary of Travel, completed, cash advances, liquida application for leave, purchase req obligation request/budget utilization voucher, inspection and acceptance claims/reimbursement, job order, jor reports, VAT certificates, etc.	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. Chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, in request, disbursement e report, ob request, accomplishment	
akeholder. Waste Management- Impler akeholders' awareness and er eener University adherence to STATEMENT OF DU Percentage of Working Time	ments and ensures the effective waste segreg repowerment in accordance with Republic Act to national and international sanitation and poll tries and research (State the duties and re (State the duties and re 1. Prepares Government Standard Travel Orders, Itenerary of Travel, completed, cash advances, liquida application for leave, purchase request/budget utilization voucher, inspection and acceptance claims/reimbursement, job order, job reports, VAT certificates, etc. 2. Records incoming/outgoing documents and international services.	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, n request, disbursement e report, ob request, accomplishment uments communications,	
akeholder. Waste Management- Impler akeholders' awareness and er gener University adherence to the state of	ments and ensures the effective waste segreg repowerment in accordance with Republic Act to national and international sanitation and poll tries and research (State the duties and re (State the duties and re 1. Prepares Government Standard Travel Orders, Itenerary of Travel, completed, cash advances, liquida application for leave, purchase request/budget utilization voucher, inspection and acceptance claims/reimbursement, job order, job reports, VAT certificates, etc. 2. Records incoming/outgoing documents of the property of the proper	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. Chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, in request, disbursement e report, ob request, accomplishment aments communications, ints/files	
akeholder. Waste Management- Impler akeholders' awareness and er eener University adherence to a STATEMENT OF DU Percentage of Working Time 23%	ments and ensures the effective waste segreg repowerment in accordance with Republic Act to national and international sanitation and poll tries and research (State the duties and re 1. Prepares Government Standard Travel Orders, Itenerary of Travel, completed, cash advances, liquida application for leave, purchase requestion of the completed of the complete of the complete of the complete of the completed of the complete of the complet	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. Chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, no request, disbursement e report, ob request, accomplishment aments communications, ats/files assists/entertains NARC walk-	
akeholder. Waste Management- Impler akeholders' awareness and er gener University adherence to the state of	ments and ensures the effective waste segreg repowerment in accordance with Republic Act to national and international sanitation and poll TIES AND RESPONSIBILITIES (Text (State the duties and re) 1. Prepares Government Standard Travel Orders, Itenerary of Travel, completed, cash advances, liquida application for leave, purchase request/budget utilization voucher, inspection and acceptance claims/reimbursement, job order, job reports, VAT certificates, etc. 2. Records incoming/outgoing documents of the completes of the completes of the completes of the complete of the completes of the complet	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. Chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, n request, disbursement e report, ob request, accomplishment aments communications, ats/files assists/entertains NARC walk-n-charge in monitoring	
akeholder. Waste Management- Impler akeholders' awareness and er gener University adherence to a STATEMENT OF DU Percentage of Working Time 23%	ments and ensures the effective waste segreg repowerment in accordance with Republic Act to national and international sanitation and poll TIES AND RESPONSIBILITIES (Text (State the duties and re) 1. Prepares Government Standard Travel Orders, Itenerary of Travel, completed, cash advances, liquida application for leave, purchase req obligation request/budget utilization voucher, inspection and acceptance claims/reimbursement, job order, job reports, VAT certificates, etc. 2. Records incoming/outgoing documents of the complete of the c	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. Chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, n request, disbursement e report, ob request, accomplishment aments communications, ats/files assists/entertains NARC walk-n-charge in monitoring	
akeholder. Waste Management- Impler akeholders' awareness and er gener University adherence to the state of	ments and ensures the effective waste segreg repowerment in accordance with Republic Act to national and international sanitation and poll TIES AND RESPONSIBILITIES (Text (State the duties and re) 1. Prepares Government Standard Travel Orders, Itenerary of Travel, completed, cash advances, liquida application for leave, purchase request/budget utilization voucher, inspection and acceptance claims/reimbursement, job order, job order, job order, value (State the duties and incoming/outgoing documents). Customer Assistance Services in visitors in the exhibit areas and in products displays at the VSU Technal and exhibits outside VSU	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. Chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, norequest, disbursement ereport, ob request, accomplishment aments communications, ats/files assists/entertains NARC walk-n-charge in monitoring noMart/Pasalubong Center	
akeholder. Waste Management- Impler akeholders' awareness and er gener University adherence to a STATEMENT OF DU Percentage of Working Time 23%	ments and ensures the effective waste segreg repowerment in accordance with Republic Act to national and international sanitation and poll TIES AND RESPONSIBILITIES (Ternational Sequence (State the duties and research (State the duties and acceptance claims/reimbursement, job order, journey (State the duties and state the	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, request, disbursement e report, be request, accomplishment aments communications, ats/files assists/entertains NARC walk-in-charge in monitoring moMart/Pasalubong Center e documents and prints	
akeholder. Waste Management- Impler akeholders' awareness and er eener University adherence to comment to the sener t	ments and ensures the effective waste segreg repowerment in accordance with Republic Act to national and international sanitation and poll TIES AND RESPONSIBILITIES (Ternational Sequence (State the duties and researce) 1. Prepares Government Standard Travel Orders, Itenerary of Travel, completed, cash advances, liquida application for leave, purchase requive obligation request/budget utilization voucher, inspection and acceptance claims/reimbursement, job order, job reports, VAT certificates, etc. 2. Records incoming/outgoing docu consolidates/binds NARC documer 3. Customer Assistance Services in visitors in the exhibit areas and in products displays at the VSU Technand exhibits outside VSU 4. Secretariat Work - encodes officicopies as requested by NARC staff	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, request, disbursement e report, be request, accomplishment aments communications, ats/files assists/entertains NARC walk-in-charge in monitoring moMart/Pasalubong Center e documents and prints	
akeholder. Waste Management- Impler akeholders' awareness and er eener University adherence to comment to the sener t	ments and ensures the effective waste segreg repowerment in accordance with Republic Act on national and international sanitation and poll TIES AND RESPONSIBILITIES (Ternational Sequence (State the duties and researce) 1. Prepares Government Standard Travel Orders, Itenerary of Travel, completed, cash advances, liquida application for leave, purchase requivered obligation request/budget utilization voucher, inspection and acceptance claims/reimbursement, job order, job order, job order, value (Seconda Incoming/outgoing documents). Customer Assistance Services in visitors in the exhibit areas and in products displays at the VSU Technand exhibits outside VSU 4. Secretariat Work - encodes officicopies as requested by NARC staff 5. Prepares/facilitates signing of international policy in the products of the context of the	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, request, disbursement e report, be request, accomplishment aments communications, ats/files assists/entertains NARC walk-in-charge in monitoring moMart/Pasalubong Center e documents and prints	
akeholder. Waste Management- Impler akeholders' awareness and er gener University adherence to the state of	ments and ensures the effective waste segreg repowerment in accordance with Republic Act to national and international sanitation and policities and research (State the duties and acceptance claims/reimbursement, job order, journey (State the duties and state the duties and in products displays at the VSU Technical (State the duti	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, request, disbursement e report, be request, accomplishment aments communications, ats/files assists/entertains NARC walk-in-charge in monitoring noMart/Pasalubong Center e documents and prints	Taken 1 23 may at the second of the second o
akeholder. Waste Management- Impler akeholders' awareness and er eener University adherence to comment to the sener t	ments and ensures the effective waste segregate mpowerment in accordance with Republic Act of national and international sanitation and poll TIES AND RESPONSIBILITIES (Text (State the duties and real (State the	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, usest, purchase order, request, disbursement e report, be request, accomplishment aments communications, ats/files assists/entertains NARC walk-in-charge in monitoring moMart/Pasalubong Center e documents and prints fermal clearance from office gs/seminar/workshop	Taken 1 23 may at the second of the second o
akeholder. 3. Waste Management- Impler akeholders' awareness and er eener University adherence to 2. STATEMENT OF DU Percentage of Working Time 23% 18% 18% 15%	ments and ensures the effective waste segregate mpowerment in accordance with Republic Act of national and international sanitation and poll TIES AND RESPONSIBILITIES (Text (State the duties and real (State the duties and acceptance claims/reimbursement, job order, journey to consolidates/binds NARC documer 3. Customer Assistance Services in visitors in the exhibit areas and it products displays at the VSU Technand exhibits outside VSU 4. Secretariat Work - encodes officion (State the duties as requested by NARC staff 5. Prepares/facilitates signing of infaccountability 6. Attendance to meetings, training 7. Other Services: Book plane tickether (State the duties and real (State the dutie	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, request, disbursement e report, be request, accomplishment aments communications, ats/files assists/entertains NARC walk-in-charge in monitoring moMart/Pasalubong Center e documents and prints fermal clearance from office gs/seminar/workshop ets for NARC staff on official	Taken 1 23 may at the second of the second o
akeholder. B. Waste Management- Impler akeholders' awareness and er eener University adherence to 2. STATEMENT OF DU Percentage of Working Time 23% 18% 18% 15% 10% 5% 3%	ments and ensures the effective waste segregate mpowerment in accordance with Republic Act of national and international sanitation and poll TIES AND RESPONSIBILITIES (Text (State the duties and real (State the duties and acceptance claims/reimbursement, job order, job o	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, request, disbursement e report, be request, accomplishment aments communications, ats/files assists/entertains NARC walk-in-charge in monitoring moMart/Pasalubong Center de documents and prints at the displacement of the displac	Table 1 23 may and an
akeholder. 3. Waste Management- Impler akeholders' awareness and er eener University adherence to 2. STATEMENT OF DU Percentage of Working Time 23% 18% 15% 10% 5% 3%	ments and ensures the effective waste segregate mpowerment in accordance with Republic Act of national and international sanitation and poll TIES AND RESPONSIBILITIES (Text (State the duties and real (State the duties and acceptance claims/reimbursement, job order, journey to consolidates/binds NARC documer 3. Customer Assistance Services in visitors in the exhibit areas and it products displays at the VSU Technand exhibits outside VSU 4. Secretariat Work - encodes officion (State the duties as requested by NARC staff 5. Prepares/facilitates signing of infaccountability 6. Attendance to meetings, training 7. Other Services: Book plane tickether (State the duties and real (State the dutie	pation, collection, disposal through 9003 that lead to cleaner and ution level standards. chnical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel tion reports, DTR, payrolls, uest, purchase order, request, disbursement e report, be request, accomplishment aments communications, assists/entertains NARC walk-in-charge in monitoring moMart/Pasalubong Center de documents and prints fermal clearance from office gs/seminar/workshop ets for NARC staff on official thru telephone and fax vices, committee assigments,	Taken 1 23 may at the second of the second o

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.

MARIAZAIDA A. FLORES
Employee's Name, Date and Signature

23. ACKNOWLEDGMENT AND ACCEPTANCE:

ROBELYN T. PIAMONTE Supervisor's Name, Date and Signature