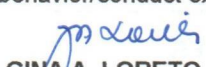



<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <b>ADMINISTRATIVE AIDE VI (Clerk III)</b>	
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>	
VISCAB-ADA6-93-2004		6	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input checked="" type="checkbox"/> 3rd Class <input checked="" type="checkbox"/> 4th Class <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>	
STATE UNIVERSITY AND COLLEGES		VISAYAS STATE UNIVERSITY	
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>	
UNIVERSITY REGISTRAR		VSU, BAYBAY CITY, LEYTE	
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>
N/A		P17,553.00	ACA/PERA P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>	
UNIVERSITY REGISTRAR		VP for ACADEMIC AFFAIRS	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>			
(if more than seven (7) list only by their item numbers and titles)			
POSITION TITLE		ITEM NUMBER	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>			
DESKTOP COMPUTER, PRINTER, COPIER			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
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):
<b>18. WORKING CONDITION</b>			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
REQUEST PROCESSING AND RECORDS MANAGEMENT UNIT			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
IN-CHARGE OF ADMISSIONS , REQUESTS AND RECORDS ROOM MANAGER/KEEPER			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
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 Savvy - 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 interpret 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. 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
Percentage of Working Time	(State the duties and responsibilities here:)	
30%	<b>In-Charge of Admission:</b> 1. Reviews, checks, and verifies authenticity of submitted credentials of new students. 2. Requests for F137A and OTR of newly admitted students.	1
30%	<b>In-Charge of Requests:</b> 1. Accommodates, receives, processes, and releases requests for transcript of records, certifications, transfer credentials, and other academic records. 2. Attends to prompt compliance and release of requested records and other information. 3. Keeps a daily record of all incoming and outgoing records. 4. Prepares and generates requested academic records. 5. Prepares various Registrar's forms and enrollment paraphernalia. 6. Maintains logbooks for recording of incoming requests for academic records and their releases.	1
30%	<b>Records Room Manager/Keeper:</b> 1. Take charge of the maintenance and upkeep of the Records Room. 2. Classifies, arranges, files, and stores inactive and graduated student's records and files. 3. Keeps a recording of records and files in the Record Room. 4. Retrieves and files records borrowed by In-Charge of Request. 5. Stores records immediately and very carefully. 6. Manages, accounts, controls and maintains students' records. 7. Secures the integrity and confidentiality of student's records. 8. Classifies, arranges, files, and stores current records and files.	1
10%	Accomplishes other tasks being assigned by the Head/Immediate Supervisor.	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;"> <div style="text-align: center;">   <b>GINA A. LORETO</b>  Employee's Name, Date and Signature </div> <div style="text-align: center;">   <b>MARWEN A. CASTAÑEDA</b>  Supervisor's Name, Date and Signature </div> </div>		