Republic of the Philippines

1. POSITION TITLE (as approved by authorized agency) with parenthetical title

POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , s. 2017)			ADMINISTRATIVE AIDE III		
			rendestas helitatiedends of profes the death ording	3	
4. FOR LOCAL GOVERNME	ENT POSITION, EN	NUMERATE G	OVERNMENTAL UNIT AND	CLASS	
☐ Province ☐ City ☐ Municipality		The state of the s	Class	☐ 5th Class ☐ 6th Class ☐ Special	
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT			6. BUREAU OR OFFICE		
VISAYAS STATE UNIVERSITY			NARC		
7. DEPARTMENT / BRANCH / DIVISION			8. WORKSTATION / PLACE OF WORK		
NARC		VSU, BAYBAY CITY, LEYTE			
9. PRESENT APPROP ACT	10. PREVIOUS APP	PROP ACT	11. SALARY AUTHORIZE	D 12. OTHER COI	MPENSATION
MA	Alm		Visionality of the Vision	ACA/PERA	P2,000.00
13. POSITION TITLE OF IM	MEDIATE SUPER	VISOR	14. POSITION TITLE OF N	EXT HICHER SUPE	RVISOR
DIR	ECTOR	or lacosali probas la tandalaret joset		RECTOR	
15. POSITION TITLE, AND	ITEM OF THOSE I	DIRECTLY SU	PERVISED		Ulate Walling
The second section is a second	(if more than se		by their item numbers and ti	tles)	on at No. 5, mile
	ION TITLE		I EM NUMBER		
16. MACHINE, EQUIPMENT			RLY IN PERFORMANCE OF	WORK	
47 CONTACTS / OLIFATS			PRINTER, PHOTOCOPIER	3900 V 13VS1 E!	
17. CONTACTS / CLIENTS	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial Supervisors Non-Supervisors Staff			General Public Other Agencies Others (Please Specify):		
18. WORKING CONDITION					
Office Work Field Work			Other/s (Please Specify)	ne fore equip Table Page of the company	- 1 T
19. BRIEF DESCRIPTION C	F THE GENERAL	FUNCTION O	F THE UNIT OR SECTION		
	Provides support s	services to the	nstruction, Research and ext	ension.	QFU1
		The second secon	ing up of duta, etc.)	Diane gura m	

TENTTENT	des support services to the Instruction	Research and extension function	v)
21. QUALIFICATION ST	ANDARDE	Tresearch and extension function	is of the unit.
21a. Education	21b. Experience	· · · · · · · · · · · · · · · · ·	
Completion of 2 years	Zib. Expellence	21c. Training	21d. Eligibility
studies in college	None Required	None Required	
21e. Core Compete	ncies		Competency Level
. Exemplifying Integrity and P	rofessionalism - demonstrates high standards of	of professional behaviour, adhering to	
nuncar as well as moral princip	es, values, and standards of public office		2
2. Delivering Service Excellence atisfaction	2 A		
. Communication Savy - Effect	tively delivers messages that simply focus on f	acts or information;	2
 Interpersonal relationship m 	anagement - Effectively communicates and inte	eracts with colleagues, customers	7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7 7
and clients, and work well in a	eam to achieve results	SCHOOL DIE 177	2 //// 20 29/95/
. Change Adaptation - Works	effectively with a variety of people and situatio	ns and adapts one's thinking.	
beliaviour and style appropriate	2		
i. Gender-responsive manager	nent - Promotes gender equality and women	empowerment to address gender-	
elated problems			1
21f. Functional Con	petencies		Competency Level
. Administrative Services Man	agement- Develops programs and projects, and	d mobilizes and manages resources.	n/a
our material and numan, in ord	er to fully achieve the set objectives and targe	ts of the university in general and of	
le unierent offices/colleges/de	partments/centers in particular	And the second s	
Documents and Records Mai	.1,		
records in the university which	h are conducted to achieve adequate and prop	er documentation of government	
Unicies, transactions and effect	ive management of the university operations.		
. Critical Thinking and Problem	Solving - Analyzes, computes, and interprets	results by applying appropriate	1
trategies and methodology to a	imve at sound decisions in a learning environm	nent	
. Use of Information and Comr	nunications Technology (ICT)- Implements the	effective identification, selection.	1
equisition, development, utiliza	tion, and protection of technologies. In accordance	ance with the mandate of the unit	•
121 Will requilt to afficient and -1		and with the mandate of the difft,	
iat will result to efficient and ef	fective delivery of services by ensuring respons	siveness to the needs of stakeholder.	
	fective delivery of services by ensuring respons	siveness to the needs of stakeholder.	
3. Waste Management- Impler	rective delivery of services by ensuring responsions and ensures the effective waste segregal	siveness to the needs of stakeholder.	1,44
3. Waste Management- Impler takeholders' awareness and en	nents and ensures the effective waste segregar	tion, collection, disposal through	1,4,
Waste Management-Impler takeholders' awareness and en niversity adherence to national	nents and ensures the effective waste segregation powerment in accordance with Republic Act 9 and international sanitation and pollution level	tion, collection, disposal through 003 that lead to cleaner and greener	1,4
3. Waste Management-Impler takeholders' awareness and en niversity adherence to national 2. STATEMENT OF DU	nents and ensures the effective waste segregath powerment in accordance with Republic Act 9 and international sanitation and pollution level TIES AND RESPONSIBILITIES (Tech	tion, collection, disposal through 003 that lead to cleaner and greener standards.	1 Competency Level
3. Waste Management- Impler takeholders' awareness and er niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working	nents and ensures the effective waste segregation powerment in accordance with Republic Act 9 and international sanitation and pollution level	tion, collection, disposal through 003 that lead to cleaner and greener standards.	
3. Waste Management- Impler takeholders' awareness and en niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time	nents and ensures the effective waste segregar neowerment in accordance with Republic Act 9 and international sanitation and pollution level TIES AND RESPONSIBILITIES (Tech (State the duties and res	tion, collection, disposal through 003 that lead to cleaner and greener standards. Inical Competencies) Eponsibilities here:)	
3. Waste Management- Impler takeholders' awareness and er niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working	nents and ensures the effective waste segregate and international sanitation and pollution level (State the duties and res	tion, collection, disposal through 003 that lead to cleaner and greener standards. inical Competencies) sponsibilities here:)	
3. Waste Management- Impler akeholders' awareness and en niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time	nents and ensures the effective waste segregate and international sanitation and pollution level (State the duties and research). Prepares Government Standard Favel Orders, Itenerary of Travel, O	tion, collection, disposal through 003 that lead to cleaner and greener standards. inical Competencies) sponsibilities here:) Forms - Trip tickets, RIS, certificate of trayel completed	
3. Waste Management- Impler akeholders' awareness and en niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time	nents and ensures the effective waste segregate in powerment in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and res) 1. Prepares Government Standard For Travel Orders, Itenerary of Travel, Cash advances, liquidation reports, I	tion, collection, disposal through 003 that lead to cleaner and greener standards. competencies) sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel completed, DTR, payrolls, application for	
3. Waste Management- Impler takeholders' awareness and en niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time	nents and ensures the effective waste segregate and international sanitation and pollution level (State the duties and restand orders, Itenerary of Travel, Cash advances, liquidation reports, I leave, purchase request, purchase of	tion, collection, disposal through 003 that lead to cleaner and greener standards. enical Competencies) eponsibilities here:) Forms - Trip tickets, RIS, certificate of travel completed, DTR, payrolls, application for	
3. Waste Management- Impler takeholders' awareness and en niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time	nents and ensures the effective waste segregate in powerment in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and res) 1. Prepares Government Standard For Travel Orders, Itenerary of Travel, Cash advances, liquidation reports, I lieave, purchase request, purchase or request/budget utilization request, di	tion, collection, disposal through 003 that lead to cleaner and greener standards. competencies) commissibilities here:) Forms - Trip tickets, RIS, certificate of travel completed, DTR, payrolls, application for order, obligation sbursement youcher.	
3. Waste Management- Impler akeholders' awareness and en niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time	nents and ensures the effective waste segregare neonements and ensures the effective waste segregare neowerment in accordance with Republic Act 9 and international sanitation and pollution level TIES AND RESPONSIBILITIES (Technology) 1. Prepares Government Standard Formula Travel Orders, Itenerary of Travel, Coash advances, liquidation reports, I leave, purchase request, purchase or request/budget utilization request, di inspection and acceptance report, cl	tion, collection, disposal through 003 that lead to cleaner and greener standards. competencies) commissibilities here:) Forms - Trip tickets, RIS, certificate of travel completed, DTR, payrolls, application for order, obligation sbursement voucher, aims/reimbursement, job	
3. Waste Management- Impler takeholders' awareness and en niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time	nents and ensures the effective waste segregate in powerment in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and res) 1. Prepares Government Standard For Travel Orders, Itenerary of Travel, Cash advances, liquidation reports, I lieave, purchase request, purchase or request/budget utilization request, di	tion, collection, disposal through 003 that lead to cleaner and greener standards. competencies) commissibilities here:) Forms - Trip tickets, RIS, certificate of travel completed, DTR, payrolls, application for order, obligation sbursement voucher, aims/reimbursement, job	
3. Waste Management- Impler akeholders' awareness and er niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time 35%	nents and ensures the effective waste segregare neonement in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and research orders, Itenerary of Travel, Cash advances, liquidation reports, I leave, purchase request, purchase or request/budget utilization request, di inspection and acceptance report, cl order, job request, accomplishment	tion, collection, disposal through 003 that lead to cleaner and greener standards. competencies) common Trip tickets, RIS, certificate of travel completed, DTR, payrolls, application for order, obligation sbursement voucher, aims/reimbursement, job reports, VAT certificates, etc.	
3. Waste Management- Impler akeholders' awareness and en niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time	nents and ensures the effective waste segregare nents and ensures the effective waste segregare neowerment in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and research of the standard o	tion, collection, disposal through 003 that lead to cleaner and greener standards. competencies) commissibilities here:) Forms - Trip tickets, RIS, certificate of travel completed, DTR, payrolls, application for order, obligation subursement voucher, aims/reimbursement, job reports, VAT certificates, etc.	
3. Waste Management- Impler akeholders' awareness and er niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time 35%	nents and ensures the effective waste segregare powerment in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and rest) 1. Prepares Government Standard For Travel Orders, Itenerary of Travel, Coash advances, liquidation reports, I lieave, purchase request, purchase or request/budget utilization request, di inspection and acceptance report, cl order, job request, accomplishment of Prepares for renewal of appoinment of	tion, collection, disposal through 003 that lead to cleaner and greener standards. competencies) commissibilities here:) Forms - Trip tickets, RIS, certificate of travel completed, DTR, payrolls, application for order, obligation subursement voucher, aims/reimbursement, job reports, VAT certificates, etc.	
B. Waste Management- Impler alkeholders' awareness and en niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time 35%	nents and ensures the effective waste segregare and powerment in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and ressection). 1. Prepares Government Standard For Travel Orders, Itenerary of Travel, Coash advances, liquidation reports, I leave, purchase request, purchase or request/budget utilization request, di inspection and acceptance report, clorder, job request, accomplishment of Order	tion, collection, disposal through 003 that lead to cleaner and greener standards. Inical Competencies) Eponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel completed, DTR, payrolls, application for order, obligation Isbursement voucher, aims/reimbursement, job reports, VAT certificates, etc. Facts & other supporting casual, contractual, and Job	
3. Waste Management- Impler akeholders' awareness and er niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time 35%	nents and ensures the effective waste segregare powerment in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and rest) 1. Prepares Government Standard For Travel Orders, Itenerary of Travel, Coash advances, liquidation reports, I lieave, purchase request, purchase or request/budget utilization request, di inspection and acceptance report, clorder, job request, accomplishment of Order 2. Prepares recommendations, contribute papers for renewal of appoinment of Order 3. Prepares/encodes evaluation documents and encodes evaluation documents.	tion, collection, disposal through 003 that lead to cleaner and greener standards. Inical Competencies) Eponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel completed, DTR, payrolls, application for order, obligation Isbursement voucher, aims/reimbursement, job reports, VAT certificates, etc. Facts & other supporting casual, contractual, and Job	
3. Waste Management- Impler alkeholders' awareness and en niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time 35%	nents and ensures the effective waste segregare powerment in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and rest) 1. Prepares Government Standard For Travel Orders, Itenerary of Travel, Cash advances, liquidation reports, I lieave, purchase request, purchase or request/budget utilization request, di inspection and acceptance report, cl order, job request, accomplishment of Order 2. Prepares recommendations, contripapers for renewal of appoinment of Order 3. Prepares/encodes evaluation docutargets and accomplishment	tion, collection, disposal through 003 that lead to cleaner and greener standards. Inical Competencies) Forms - Trip tickets, RIS, Certificate of travel completed, DTR, payrolls, application for order, obligation sbursement voucher, aims/reimbursement, job reports, VAT certificates, etc. Facts & other supporting casual, contractual, and Job Juments (casual) - IPCR	
B. Waste Management- Impler alkeholders' awareness and en niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time 35%	nents and ensures the effective waste segregar powerment in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and rest) 1. Prepares Government Standard For Travel Orders, Itenerary of Travel, Cash advances, liquidation reports, I lieave, purchase request, purchase or request/budget utilization request, di inspection and acceptance report, cl order, job request, accomplishment of Order 2. Prepares recommendations, contripapers for renewal of appoinment of Order 3. Prepares/encodes evaluation docutargets and accomplishment 4. Provides messengerial services, purchase of the provides messengerial services, possible possibl	tion, collection, disposal through 003 that lead to cleaner and greener standards. Inical Competencies) Forms - Trip tickets, RIS, Certificate of travel completed, DTR, payrolls, application for order, obligation sbursement voucher, aims/reimbursement, job reports, VAT certificates, etc. Facts & other supporting casual, contractual, and Job Juments (casual) - IPCR	
B. Waste Management- Impler alkeholders' awareness and enviversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time 35%	nents and ensures the effective waste segregar powerment in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and rest) 1. Prepares Government Standard For Travel Orders, Itenerary of Travel, Coash advances, liquidation reports, I ieave, purchase request, purchase or request/budget utilization request, di inspection and acceptance report, clorder, job request, accomplishment of Order 2. Prepares recommendations, contropapers for renewal of appoinment of Order 3. Prepares/encodes evaluation docutargets and accomplishment 4. Provides messengerial services, pservices, assists staff in different cor	tion, collection, disposal through 003 that lead to cleaner and greener standards. Inical Competencies) Forms - Trip tickets, RIS, Certificate of travel completed, DTR, payrolls, application for order, obligation sbursement voucher, aims/reimbursement, job reports, VAT certificates, etc. Facts & other supporting casual, contractual, and Job Juments (casual) - IPCR	
3. Waste Management- Impler akeholders' awareness and er niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time 35% 25% 15% 10%	nents and ensures the effective waste segregare neoverment in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and research (State the du	civeness to the needs of stakeholder. Ition, collection, disposal through 003 that lead to cleaner and greener standards. Inical Competencies) Important of travel completed, DTR, payrolls, application for order, obligation sbursement voucher, aims/reimbursement, job reports, VAT certificates, etc. Inacts & other supporting casual, contractual, and Job Juments (casual) - IPCR Inhotocopying/printing Inputer installation (removal	
3. Waste Management- Impler takeholders' awareness and en niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time 35%	nents and ensures the effective waste segregare neoverment in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and research (State the du	civeness to the needs of stakeholder. Ition, collection, disposal through 003 that lead to cleaner and greener standards. Inical Competencies) Important of travel completed, DTR, payrolls, application for order, obligation sbursement voucher, aims/reimbursement, job reports, VAT certificates, etc. Inacts & other supporting casual, contractual, and Job Juments (casual) - IPCR Inhotocopying/printing Inputer installation (removal	
3. Waste Management- Impler takeholders' awareness and er niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time 35% 25% 15% 10%	nents and ensures the effective waste segregate and powerment in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and rest (State the	tion, collection, disposal through 003 that lead to cleaner and greener standards. Inical Competencies) Sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel completed, DTR, payrolls, application for order, obligation sbursement voucher, alms/reimbursement, job reports, VAT certificates, etc. Facts & other supporting casual, contractual, and Job uments (casual) - IPCR Shotocopying/printing Inputer installation (removal) all equipment of the center	
3. Waste Management- Impler takeholders' awareness and er niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time 35% 25% 15% 10%	nents and ensures the effective waste segregate and powerment in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and rest (State the	tion, collection, disposal through 003 that lead to cleaner and greener standards. Inical Competencies) Sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel completed, DTR, payrolls, application for order, obligation sbursement voucher, alms/reimbursement, job reports, VAT certificates, etc. Facts & other supporting casual, contractual, and Job uments (casual) - IPCR Shotocopying/printing Inputer installation (removal) all equipment of the center	
3. Waste Management- Impler takeholders' awareness and er niversity adherence to nationa 2. STATEMENT OF DU Percentage of Working Time 35% 25% 15% 10%	nents and ensures the effective waste segregate and powerment in accordance with Republic Act 9 and international sanitation and pollution level (State the duties and rest (State the	tion, collection, disposal through 003 that lead to cleaner and greener standards. Inical Competencies) Sponsibilities here:) Forms - Trip tickets, RIS, Certificate of travel completed, DTR, payrolls, application for order, obligation sbursement voucher, aims/reimbursement, job reports, VAT certificates, etc. Fracts & other supporting casual, contractual, and Job uments (casual) - IPCR Shotocopying/printing inputer installation (removal ai equipment of the center hinar/workshop, alaylinis and	

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.

CIELO F. SEÑARA 12/tr/22 Employee's Name, Date and Signature

ROMEL B. ARMECIN 12/12/23
Supervisor's Name, Date and Signature