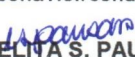
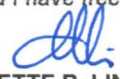


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|---|--|--|--|
| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017) | | 1. POSITION TITLE (as approved by authorized agency) with parenthetical title ADMINISTRATIVE AIDE IV (CLERK II) | |
| 2. ITEM NUMBER AD44 - 132-2004 | | 3. SALARY GRADE 4 | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS | | | |
| <div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div> | | | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY | | 6. BUREAU OR OFFICE DEPARTMENT OF SOIL SCIENCE | |
| 7. DEPARTMENT / BRANCH / DIVISION DEPARTMENT OF SOIL SCIENCE | | 8. WORKSTATION / PLACE OF WORK VSU, BAYBAY CITY, LEYTE | |
| 9. PRESENT APPROP ACT NA | 10. PREVIOUS APPROP ACT NA | 11. SALARY AUTHORIZED 15,586.00 | 12. OTHER COMPENSATION ACA/PERA P2,000.00 |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, DSS | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Dean, CFES | |
| 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i> | | | |
| POSITION TITLE | | ITEM NUMBER | |
| 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK DESKTOP COMPUTER, PRINTER, CAMERA, PHOTOCOPIER | | | |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS | | | |
| 17a. Internal Executive / Managerial Supervisors Non-Supervisors Staff | Occasional <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Frequent <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | 17b. External General Public Other Agencies Others (Please Specify): _____ <input type="checkbox"/> <input type="checkbox"/> |
| 18. WORKING CONDITION | | | |
| Office Work Field Work | <input checked="" type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | Other/s (Please Specify) |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides support services to the Instruction, Research and Extension. | | | |

| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) | | | |
|--|--|--|---|
| Provides support services to the Instruction, Research and Extension functions of the college. | | | |
| 21. QUALIFICATION STANDARDS | | | |
| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
| Completion of 2 years studies in college | None Required | None Required | CS (Subprofessional) 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. 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 |
| 3. 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 |
| 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:) | | |
| 25% | 1. Preparation of policies/issuances/correspondence | 1 | |
| 10% | 2. Issuance of existing documents | 1 | |
| 10% | 3. Clearance from office accountability | 1 | |
| 10% | 4. Act as deputy Document and Records Controller | 1 | |
| 10% | 5. Information and record management | 1 | |
| 10% | 6. Preparation of standard government forms, claims and reimbursements | 1 | |
| 5% | 7. Attendance to meetings/trainings/workshop | 1 | |
| 5% | 8. Preparation of plans and reports | 1 | |
| 5% | 9. Involvement in teaching support services | 1 | |
| 10% | 10. Performs other related tasks as mabe assigned from time to time. | 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. | | | |
|  EMELINA S. PAUSANOS Employee's Name, Date and Signature | |  SUZETTE B. LINA Supervisor's Name, Date and Signature | |