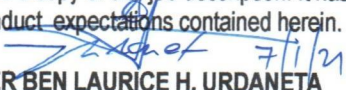



|   |                            |  |                         |
|---|----------------------------|--|-------------------------|
| Republic of the Philippines<br><b>POSITION DESCRIPTION FORM</b><br>DBM-CSC Form No. 1<br>(Revised Version No. 1 ,   |                            | <b>1. POSITION TITLE (as authorized by DBM)</b><br><br>ADMINISTRATIVE AIDE III   |                         |
| <b>2. ITEM NO.:</b>   |                            | <b>3. SALARY GRADE : 3</b>   |                         |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>  |                            |  |                         |
| <input type="checkbox"/> provincial<br><input checked="" type="checkbox"/> city<br><input type="checkbox"/> municipality                                      |                            | <input type="checkbox"/> 1 <sup>st</sup> class<br><input type="checkbox"/> 2 <sup>nd</sup> class<br><input type="checkbox"/> 3 <sup>rd</sup> class<br><input type="checkbox"/> 4 <sup>th</sup> class |                         |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  |                            | <b>6. BUREAU OR OFFICE</b>   |                         |
| VISAYAS STATE UNIVERSITY  |                            | VSU, Baybay City, Leyte  |                         |
| <b>7. DEPARTMENT/BRANCH/DIVISION</b>  |                            | <b>8. WORKSTATION/PLACE OF WORK</b>  |                         |
| CASH OFFICE   |                            | VSU , Baybay   |                         |
| <b>9. PRES, APPROP ACT</b>  | <b>1. PREV. APPROP ACT</b> | <b>11. SALARY AUTHORIZED</b>   | <b>12. OTHER</b>        |
|   |                            | P 616.91/day   | ACA PERA P2,000.00      |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>   |                            | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  |                         |
| SUPERVISING ADMINISTRATIVE OFFICER (HEAD,CASH OFFICE)   |                            | DIRECTOR FOR ADMINISTRATION  |                         |
| <b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b>   |                            |  |                         |
| none  |                            |  |                         |
| <b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>   |                            |  |                         |
| Computer and Printer  |                            |  |                         |
| <b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>  |                            |  |                         |
| <b>17a. Internal</b>  | <b>Occasional</b>          | <b>Frequent</b>  | <b>17b. External</b>    |
| Executive/Managerial  | ( )                        | ( )  | General Public          |
| Supervisors   | ( X )                      | ( x )  | Other Agencies          |
| Non Supervisors   | ( X )                      | ( x )  | Others (Please specify: |
| Staff   | ( X )                      | ( x )  | Admin Offices           |
| <b>18. WORKING CONDITION</b>  |                            |  |                         |
| Office Work   | ( x )                      | Other/s (Please Specify)   |                         |
| Field Work  | ( )                        |  |                         |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>   |                            |  |                         |
| Process and release payments, disbursements and utilization of Budget   |                            |  |                         |
| <b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  |                            |  |                         |
| Act as Liason officer and messenger to pay, issue and deliver various checks for payments and remittances to suppliers, government agencies and other payees. |                            |  |                         |
| <b>21. QUALIFICATON STANDARDS</b>   |                            |  |                         |
| <b>21a. Education</b>   | <b>21b. Experience</b>     | <b>21c. Training</b>   | <b>21d. Eligibility</b> |
| Completion of 2 years studies in  | None Require               | None Require   | None required           |

|  |  |  |                         |
|--|--|--|-------------------------|
| college  |  |  |                         |
| <b>21e. CORE COMPETENCIES</b>  |  |  | <b>Competency Level</b> |
| 1. <b>Exemplifying Integrity and Professionalism</b> - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office  |  |  | 2                       |
| 2. <b>Delivering Service Excellence</b> - Complies with VSU's established standards of service delivery for customer satisfaction  |  |  | 2                       |
| 3. <b>Communication Savy</b> - Effectively delivers messages that simply focus on facts or information;  |  |  | 2                       |
| 4. <b>Interpersonal relationship management</b> - Effectively communicates and interacts with colleagues, customers and clients, work well in a team to achieve results                                |  |  | 2                       |
| 5. <b>Change Adaptation</b> - Works effectively with a variety of people and situations and adapts one's thinking, behavior and style appropriately in dealing with change.                            |  |  | 2                       |
| 6. <b>Gender-responsive management</b> - Promotes gender equality and women empowerment to address gender-related problems and issues  |  |  | 1                       |
| <b>21f. FUNCTIONAL COMPETENCIES</b> (refer – competency mapping appropriate to position –delete this after filling up)   |  |  | <b>Competency Level</b> |
| 1. <b>Demonstrating Personal Effectiveness</b> – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.   |  |  | 1                       |
| 2. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials |  |  | 1                       |
| 3. <b>Writing Effectively</b> – Refers to and/or uses existing communication materials or templates to produce own written work  |  |  | 1                       |
| 4. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation.   |  |  | 1                       |
| <b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>   |  |  | <b>Competency Level</b> |
| 30% 1. Delivers and issues checks to payees, service providers, suppliers and government agencies like Philhealth, Pag-ibig, BOT, CHED and GSIS.   |  |  | 1                       |
| 10% 2. Act as messenger who receives incoming and delivers outgoing office communications and other documents for signature and approval.  |  |  | 1                       |
| 10% 3. Act as Liason officer to transact business with government agencies like BOT, DBM, Philhealth, Pag-ibig, CHED and GSIS.   |  |  | 1                       |
| 10% 4. Deposits check payments to suppliers and service providers to their bank accounts other than Landbank.  |  |  | 1                       |
| 10% 5. Monitors and encodes payment of supplies, materials and telephone bills to their corresponding worksheets.  |  |  | 1                       |
| 15% 6. Assist in the encoding and review of incoming vouchers, payrolls and follow up general payrolls, remittances and utility bills payments to avoid delay and penalties.                           |  |  | 1                       |
| 10% 7. Maintain the cleanliness and orderliness of the office stock room for easy access of various documents and equipment.   |  |  | 1                       |
| 5% 8. Perform other duties assigned by the supervisor.   |  |  | 1                       |
| <b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>   |  |  |                         |
| I have received a copy of this job description. It has been discussed with me and I have freely chosen to comply with the performance and behaviour/conduct expectations contained herein.             |  |  |                         |
| <br><b>PETER BEN LAURICE H. URDANETA</b><br>Employee's Name, Date and Signature                                     |  | <br><b>QUEEN-EVERY ATUPAN</b><br>Supervisor's Name, Date and Signature |                         |
|  |  |  |                         |
|  |  |  |                         |