

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 I
(Utility Worker I)

2. ITEM NUMBER

LS

3. SALARY GRADE

1

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

- ☐ Province
☒ City
☐ Municipality

- ☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

- ☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT

STATE UNIVERSITIES & COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

GRADUATE EDUCATION

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

639.14/daily

12. OTHER COMPENSATION

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

DIRECTOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

VPAA

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

N.A

POSITION TITLE

ITEM NUMBER

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

GRASS CUTTER, SHOVELS , HAMMER

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial

☐

☐

General Public

☐

☒

Supervisors

☐

☐

Other Agencies

☒

☐

Non-Supervisors

☐

☐

Others (Please Specify):

Staff

☐

☒

18. WORKING CONDITION

Office Work

☐

☐

Other/s (Please Specify)

Field Work

☒

☒

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Cleans and maintains the office and surroundings daily,Handles messengerial tasks and minor repairs,Records and follows up on outgoing, administrative, and financial documents,Photocopies documents as needed,Maintains indoor and outdoor plants
Ensures upkeep of office facilities and equipment,Performs other tasks assigned by the supervisor

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Maintaining cleanliness and order in the office and its surroundings, handling messengerial tasks, and performing minor repairs. It includes recording and following up on outgoing administrative and financial documents, as well as photocopying as needed. The staff also cares for indoor and outdoor plants, ensures office equipment and facilities are well-maintained, and carries out other duties as assigned by the supervisor.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Must be able to read and write	None Required	None Required	None Required (MC 11 s.96 - Cat III)

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. Maintenance Management - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles	1
3. Risk Management - Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff	1
4. 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)

Percentage of Working Time	Duties and Responsibilities	Competency Level
40%	Cleans and maintains the office and surroundings regularly.	1
20%	Handles messengerial tasks and performs minor office repairs.	1
10%	Records and follows up on outgoing administrative and financial documents.	1
10%	Grows and maintains indoor and outdoor plants to enhance office environment.	1
10%	Ensures proper upkeep of office facilities and equipment	1
10%	Performs other tasks as assigned by the immediate supervisor	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.

 NICASIO D. LINGATONG May 19, 2025 Employee's Name, Date and Signature	 MARILYN M. BELARMINO May 19, 2025 Supervisor's Name, Date and Signature
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