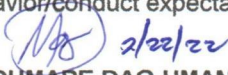



<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1, s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency)</div> <div>with parenthetical title</div> <div>ADMINISTRATIVE AIDE III (CLERK I)</div>																															
<div>2. ITEM NUMBER</div> <div>ADA3-187-2004</div>		<div>3. SALARY GRADE</div> <div>3</div>																															
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div>																																	
<div><input type="checkbox"/> Province</div> <div><input checked="" type="checkbox"/> City</div> <div><input type="checkbox"/> Municipality</div>		<div><input type="checkbox"/> 1st Class</div> <div><input type="checkbox"/> 2nd Class</div> <div><input type="checkbox"/> 3rd Class</div> <div><input type="checkbox"/> 4th Class</div> <div><input type="checkbox"/> 5th Class</div> <div><input type="checkbox"/> 6th Class</div> <div><input type="checkbox"/> Special</div>																															
<div>5. DEPARTMENT, CORPORATION OR AGENCY/</div> <div>LOCAL GOVERNMENT</div> <div>VISAYAS STATE UNIVERSITY</div>		<div>6. BUREAU OR OFFICE</div> <div>DEPERTMENT OF COMPUTER SCIENCE AND TECHNOLOGY</div>																															
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>DEPERTMENT OF COMPUTER SCIENCE AND TECHNOLOGY</div>		<div>8. WORKSTATION / PLACE OF WORK</div> <div>VSU, BAYBAY CITY, LEYTE</div>																															
<div>9. PRESENT APPROP ACT</div>	<div>10. PREVIOUS APPROP ACT</div>	<div>11. SALARY AUTHORIZED</div> <div>P566.64/ day</div>	<div>12. OTHER COMPENSATION</div> <div>P90.90/day</div>																														
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>DEPARTMENT HEAD</div>		<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>COLLEGE DEAN</div>																															
<div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <table><tr><td>POSITION TITLE</td><td>ITEM NUMBER</td></tr></table>				POSITION TITLE	ITEM NUMBER																												
POSITION TITLE	ITEM NUMBER																																
<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>DESKTOP COMPUTER, PRINTER, PHOTOCOPIER</div>																																	
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><tr><td>17a. Internal</td><td>Occasional</td><td>Frequent</td><td>17b. External</td><td>Occasional</td><td>Frequent</td></tr><tr><td>Executive / Managerial</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>General Public</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Other Agencies</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Others (Please Specify):</td><td></td><td></td></tr><tr><td>Staff</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td></td><td></td><td></td></tr></table>				17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):			Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
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Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):																														
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>																															
<div>18. WORKING CONDITION</div> <table><tr><td>Office Work</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Other/s (Please Specify)</td></tr><tr><td>Field Work</td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td></td></tr></table>				Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input type="checkbox"/>																							
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Field Work	<input type="checkbox"/>	<input type="checkbox"/>																															
<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>Provides support to the Department of Computer Science and Technology</div>																																	

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Manage and submit DCST papers, assist in the preparation of multimedia communication and reports, message requests for the office			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None Required	None Required	CCC None Required Subprofessional 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. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives			1
4. Process Management - Develops, formulates and reviews for enhancement processes, policies and procedures which govern the execution of tasks, activities, or projects, in order to ensure work is accomplished and required results are delivered effectively and efficiently; adopt measures to drive compliance; be proactive in responding to opportunities for improving/streamlining based on experience, feedback, emerging technologies and new direction.			1
5. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
20%	1. Types coordinating memos, exams, communications and other documents for and in behalf of the Head		1
25%	2. Prepares recommendations & other supporting papers for faculty renewal of appointment /hiring of new instructors.		1
25%	3. Prepares and facilitates financial reports, faculty workloads and personnel documents (e.g reimbursements, liquidations, cash advances, payrolls, documents for travel, etc.) for Head's signature.		1
10%	4. Assists in the preparation of the IPCR of faculty and staff Facilitates the In-charge of the printing and encoding of the faculty and staff IPCRs		1
10%	5. Assists in the encoding and printing of the department OPCR		1
10%	6. Entertain clients and stakeholders and ensure that their concerns are acted to by faculty and Performs other related tasks as maybe assigned from time to time.		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;">  MICHAEL DUMAPE DAG-UMAN Employee's Name, Date and Signature </div> <div style="text-align: center;">  MAGDALENE C. UNA JAN Supervisor's Name, Date and Signature </div> </div>			