



Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1)		1. POSITION TITLE (as authorized by DBM) ADMINISTRATIVE AIDE III			
2. ITEM NO.: VISCAB- ADA3-191-2004		3. SALARY GRADE : 3			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class		<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY			6. BUREAU OR OFFICE CASH OFFICE		
7. DEPARTMENT/BRANCH/DIVISION CASH OFFICE			8. WORKSTATION/PLACE OF WORK VSU, VISCA, BAYBAY CITY, LEYTE		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	12. OTHER
				P	ACA PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR SUPERVISING ADMINISTRATIVE OFFICER (HEAD, CASH OFFICE)			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR DIRECTOR OF FINANCE		
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED none					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, calculator, ballpen					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Executive/Managerial		()	()	General Public	
Supervisors		(X)	(x)	Other Agencies	
Non Supervisors		(X)	(x)	Others (Please specify:	
Staff		(X)	(x)	Admin Offices	
18. WORKING CONDITION					
Office Work		(x)		Other/s (Please Specify)	
Field Work		()			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Provides an effective and efficient cash management system of the university and ensures that all payments are authorized and in accordance with government rules and regulations.					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Provides support services to achieve an effective and efficient cash management system of the university.					
21. QUALIFICATON STANDARDS					
21a. Education		21b. Experience		21c. Training	
21d. Eligibility					
Completion of 2 years studies in college		1 year of relevant experience		4 hours of relevant training	
		C S (Subprofessional)1 ST Level			

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, 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, behavior and style appropriately in dealing with change.	2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues	1
21f. FUNCTIONAL COMPETENCIES	Competency Level
1. Administrative Service 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. Accounting Management - Manages the processing of financial transactions according to COA and DBM rules and regulations, maintaining the books of accounts, analyzing accounts and timely preparation and submission of required reports; manages the preparation of cheques and disbursements, replenishment, and liquidation of cash advances, petty cash, and other personnel cash emoluments, and receives collectibles/ payments in accordance with relevant rules and regulations.	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. 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
5. 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.	2
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
30% - Check preparation for Fund 164	2
15% - Updates bank cash book	2
20% - Report preparation of RCIC Fund 164	2
20% - Preparation of PAC's ATM	2
10% - Maintain updates of high school students accounts record	2
5% - Act as collecting officer during peak season	2

100%	
23. ACKNOWLEDGMENT AND ACCEPTANCE	
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.	
 <u>VALERIE D. CIRCULADO, December 20, 2018</u> Employee's Name, Date and Signature	 <u>CORAZON U. NUEVO, December 20, 2018</u> Supervisor's Name, Date and Signature