 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) ADMINISTRATIVE AIDE IV(Driver II)	
2. ITEM NO.: ADA4-123-2004		3. SALARY GRADE: 4	
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 Visayas State University – Manila Office	
7. DEPARTMENT/BRANCH/DIVISION INCOME GENERATING PROJECT		8. WORKSTATION/PLACE OF WORK VSU , Baybay	
9. PRES, APPROP ACT		1. PREV. APPROP ACT	11. SALARY AUTHORIZED P145,860.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Supervising Adm. Officer		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR VP for Planning Resources Generation and External Affairs	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, printer, calculator			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal		Occasional	Frequent
Executive/Managerial		(x)	(x)
Supervisors		()	()
Non Supervisors		(x)	(x)
Staff		(x)	(x)
17b. External		Occasional	Frequent
General Public		()	(x)
Other Agencies		(x)	(x)
Others (Please specify: Stall owners		()	(x)
18. WORKING CONDITION			
Office Work		(x)	Otherfs (Please Speciy)
Field Work		(x)	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Serves as liaison office in Manila for the VSU			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) As as Driver of the office vehicle			
21. QUALIFICATON STANDARDS			
21a. Education		21b. Experience	21c. Training
High School Graduate		None required	None required
			21d. Eligibility Driver's license

21e. CORE COMPETENCIES

	Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1

21f. ORGANIZATIONAL COMPETENCIES

	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1
6. Managing information - Collects, organizes & maintain data.	1

21g. TECHNICAL COMPETENCIES

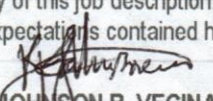
	Competency Level
Provides support to staff of the VMO staff and VSU personnel on official business.	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

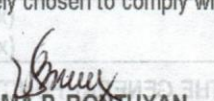
	Competency Level
22a. Records Management Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies. none	
22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies. none	
22c. Conduct and fetch University official to and from different office/agencies in Manila. 22c.1. Checks and maintains the motor vehicle in good running condition . 22 c.2 Maintains the proper lighting facilities of the VMO lodging house. 22.c.3 Perform other related tasks as may be assigned from time to time	1 1 1 1

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.


RYAN JOHNSON B. VECINA
Employee's Name, Date and Signature

06/16/2017


VELMA P. BORDUYAN
Supervisor's Name, Date and Signature

06/16/2017