



REPUBLIC OF THE PHILIPPINES  
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

ADMINISTRATIVE AIDE VI

2. ITEM NO.:

3. SALARY GRADE : 6/1

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

|                                          |                                                |                                                |
|------------------------------------------|------------------------------------------------|------------------------------------------------|
| <input type="checkbox"/> provincial      | <input type="checkbox"/> 1 <sup>st</sup> class | <input type="checkbox"/> 5 <sup>th</sup> class |
| <input checked="" type="checkbox"/> city | <input type="checkbox"/> 2 <sup>nd</sup> class | <input type="checkbox"/> 6 <sup>th</sup> class |
| <input type="checkbox"/> municipality    | <input type="checkbox"/> 3 <sup>rd</sup> class | <input type="checkbox"/> Special               |
|                                          | <input type="checkbox"/> 4 <sup>th</sup> class |                                                |

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT/BRANCH/DIVISION

8. WORKSTATION/PLACE OF WORK

GENERAL SERVICES DIVISION

VSU, Baybay

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

₱ 13,378.<sup>00</sup>

ACA PERA P 24,000/annum

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

HEAD, PESMU

DIRECTOR, GSD

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

ELECTRIC ENERGY GENERATING SET

17. CONTACTS/CLIENTS/STAKEHOLDERS

| 17a. Internal                    | Occasional | Frequent | 17b. External                          | Occasional | Frequent |
|----------------------------------|------------|----------|----------------------------------------|------------|----------|
| Executive/Managerial Supervisors | (x)        | ( )      | General Public                         | ( )        | (x)      |
| Non Supervisors                  | ( )        | ( )      | Other Agencies                         | (x)        | ( )      |
| Staff                            | (x)        | (x)      | Others (Please specify: Admin Offices) | ( )        | (x)      |

18. WORKING CONDITION

|             |     |                         |
|-------------|-----|-------------------------|
| Office Work | (x) | Other/s (Please Speciy) |
| Field Work  | ( ) |                         |

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

OPERATION & MAINTENANCE OF THE GENERATING SETS OF VSU IN ORDER TO PROVIDE ITS VARIOUS ENTITIES WITH ELECTRIC ENERGY WHEN NGCP SOURCE NOT AVAILABLE.

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

OPERATION & MAINTENANCE OF THE ELECTRIC ENERGY GENERATING SETS IN VSU POWER PLANT.

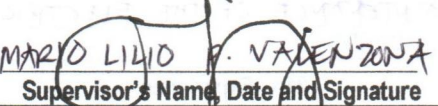
21. QUALIFICATON STANDARDS

| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
|----------------|-----------------|---------------|------------------|
|----------------|-----------------|---------------|------------------|

COLLEGE LEVEL

21e. CORE COMPETENCIES

Competency Level

|                                                                                                                                                                                                                                                                               |                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. <b>Exemplifying Integrity</b><br>Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules                                                                                                                                      | 1                                                                                                                                                                                           |
| 2. <b>Delivering Service Excellence</b><br>Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.                                                                                                 | 1                                                                                                                                                                                           |
| 3. <b>Solving Problems and Making Decisions</b><br>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                                                                                                                                                                                           |
| <b>21f. ORGANIZATIONAL COMPETENCIES</b>                                                                                                                                                                                                                                       | <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                                                                                                                                                                                           |
| 5. <b>Planning &amp; Delivering</b> – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.                                                                                                            | 1                                                                                                                                                                                           |
| 6. <b>Managing information</b> - Collects, organizes & maintain data.                                                                                                                                                                                                         | 1                                                                                                                                                                                           |
| <b>21g. TECHNICAL COMPETENCIES</b>                                                                                                                                                                                                                                            | <b>Competency Level</b>                                                                                                                                                                     |
|                                                                                                                                                                                                                                                                               | 1                                                                                                                                                                                           |
| <b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>                                                                                                                                                                                                  | <b>Competency Level</b>                                                                                                                                                                     |
| <b>22a. Records Management</b><br>Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.                                            | 1<br>1<br>1<br>1                                                                                                                                                                            |
| <b>22b. Information Technology.</b><br>Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.<br>22b 1.                             | 1                                                                                                                                                                                           |
| <b>22c. Perform other related tasks as may be assigned from time to time</b><br><br>22c                                                                                                                                                                                       | 1<br><br>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>CLAUDIO R. ARBAT, JR.</b> 3/23/2017<br>Employee's Name, Date and Signature                                                                                                          | <br><b>MARIO LILIO P. VADENZONA</b> 3/23/2017<br>Supervisor's Name, Date and Signature<br>DIRECTOR, CSD |