

Republic of the Philippines <b>POSITION DESCRIPTION FORM</b> DBM-CSC Form No. 1 (Revised Version No. 1,		<b>1. POSITION TITLE (as authorized by DBM)</b> Foreman <i>Plumbing Foreman</i>	
<b>2. ITEM NO.:</b> <i>LS</i>		<b>3. SALARY GRADE:</b> <i>8</i>	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class	
<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b> VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b> VSU, Baybay City, Leyte	
<b>7. DEPARTMENT/BRANCH/DIVISION</b> Physical Plant Office		<b>8. WORKSTATION/PLACE OF WORK</b> VSU, Baybay	
<b>9. PRES. APPROP ACT</b> <i>N/A</i>	<b>1. PREV. APPROP ACT</b> <i>N/A</i>	<b>11. SALARY AUTHORIZED</b> P	<b>12. OTHER</b> ACA PERA P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b> Head, BHM		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b> Director, PPO	
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> none			
<b>16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> Measuring Tape, Wood Saw, Hammer			
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>			
<b>17a. Internal</b>	Occasional <input type="checkbox"/>	Frequent <input type="checkbox"/>	<b>17b. External</b>
Executive/Managerial Supervisors Non Supervisors Staff	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/>	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
		<input type="checkbox"/>	<input type="checkbox"/>
<b>18. WORKING CONDITION</b>			
Office Work <input type="checkbox"/>		Others (Please Specify)	
Field Work <input checked="" type="checkbox"/>			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b> <i>Repair and Maintenance of Buildings, VSU</i>			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b> Repair Survey and Inspection of the Building, VSU.			
<b>21. QUALIFICATION STANDARDS</b>			
<b>21a. Education</b> High School Graduate	<b>21b. Experience</b> 10 year of relevant experience	<b>21c. Training</b> NONE REQUIRED	<b>21d. Eligibility</b> NONE REQUIRED



21a. 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 Savvy - 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.	1
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues	
21b. FUNCTIONAL COMPETENCIES	Competency Level