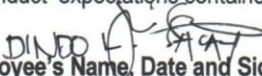

 <b>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</b>		<b>1. POSITION TITLE (as authorized by DBM)</b>  <b>ENGINEER III</b>			
<b>2. ITEM NO.:</b> VISCAD-ENG 3-1-2013		<b>3. SALARY GRADE :</b> 19			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>					
<input type="checkbox"/> 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>  			
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  GENERAL SERVICES DIVISION		<b>8. WORKSTATION/PLACE OF WORK</b>  VSU , Baybay			
<b>9. PRES, APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>  516,000.00 per year	<b>12. OTHER</b>  ACA PERA P2,000.00		
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Director, GSD		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  Vice President for Administration & Finance			
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b> (if more than seven (7) list only by their item numbers and titles) None					
<b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  Computer, laptop, calculator, printer					
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>					
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>	<b>Occasional</b>	<b>Frequent</b>
Executive/Managerial Supervisors	(x)	( )	General Public	( )	( )
Non Supervisors	( )	( )	Other Agencies	( )	( )
Staff	( )	( )	Others (Please specify: <u>Faculty Members</u> )	( )	( )
<b>18. WORKING CONDITION</b>					
Office Work	(x)	Other/s (Please Specify)	Laboratory work		
Field Work	(x)				
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  Provides technical services and project management (Owner side) as well as administrative support services					
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  Performs design, calculation and analysis for civil and structural works and project management as Owner's representative					
<b>21. QUALIFICATON STANDARDS</b>					
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>		
Bachelor's Degree	15 years of relevant experience	64 hours relevant training	PRC Licensed CE		
<b>21e. CORE COMPETENCIES</b>					<b>Competen cy Level</b>
1. <b>Exemplifying Integrity and Professionalism</b> - Conducts self in an excellent and competent manner expected of a person trained to do the job. Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules; demonstrates high standards of professional behaviour as public servants, adhering to ethical as well as moral principles, values, and standards of public office					3
2. <b>Delivering Service Excellence</b> - Complies with VSU's established standards of delivery or service level agreements and					3



delivers explicit requirements of customers; provides proactive , responsive, accessible, courteous and effective public service to provide the highest level of customer satisfaction which exceeds customer's expectation		
3. <b>Interpersonal Skills</b> - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results		3
4. <b>Flexibility</b> - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change. Adapting to different ways of thinking and doing things in a quick and a positive manner		3
5. <b>Records Management</b> - Applies and adapts records management standards related to the cycle of records which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.		3
6. <b>Computer Skills</b> - Operates standard personal computer or laptop and effectively uses needed computer software, applications and technology needed in the performance of the functions of the positions.		3
<b>21f. FUNCTIONAL/TECHNICAL COMPETENCIES</b>		<b>Level</b>
1. Attention to Detail		3
2. Achievement Orientation		2
3. Communication Skills		2
4. Writing Skills		3
5. Presentation Skills.		3
6. Policy Interpretation and Implementation		2
7. Facilitation skills		2
8. Data Management		2
9. Knowledge of Related Regulations and Procedures like PD 1096, PD 1594, RA 9184, NSCP 2010		2
10. Project Management		2
<b>21g. LEADERSHIP COMPETENCIES</b>		<b>Level</b>
1. <b>Leading Change</b> - Generates genuine enthusiasm and momentum for organizational development and change by engaging and involving groups and stakeholders to understand, support, commit and own the change agenda and to advance and sustain same for organizational effectiveness.		2
2. <b>Building Collaborative and Inclusive Working Relationships</b> - Builds a network of reciprocal, high trust and synergistic working relationship among employees within the organization and across other government and non-government organizations to leverage and maximize opportunities for strategic partnership with external stakeholders		2
3. <b>Managing Performance and Coaching for Results</b> - Creates an enabling environment which will nurture and sustains a performance based coaching culture for increased effectiveness of employees and a strong focus in developing people for current and future needs thru an active and continuing staff development program for organizational effectiveness .		2
4. <b>Creating and Nurturing a High Performance Organization</b> - Creates a high performing organizational culture that is purpose driven, results-based, client focused and team-oriented		2
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES</b>		<b>Level</b>
<b>Percent of Working Time</b>	<b>Duties</b>	
50%	Act as in charge of civil and structural works for renovation, upgrade and new build projects of VSU, which involves field supervision (manpower and material loading), construction updates and other project management related jobs	2
20%	Prepare sketch plan, calculations and analysis and delegate drafting and design works to draftsman in charge or On the Job Trainee (if there is any)	3
15%	Attend meetings with contractors and construction in charge, as well as Administration personnel	2
15%	Prepares reports, acquires construction related documents from contractors and help establish ISO standards in the office	2
<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.		
<div><div> Employee's Name, Date and Signature</div><div> Supervisor's Name, Date and Signature</div></div>		