
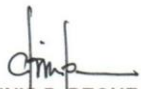
 <b>REPUBLIC OF THE PHILIPPINES</b> <b>JOB DESCRIPTION FORM</b>		1. POSITION TITLE (as authorized by DBM)	
		FARM WORKER I	
2. ITEM NO.: <b>VISCAB-FAWK1-1-2002</b>		3. SALARY GRADE : <b>2</b>	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <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			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY			
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
FORESTRY		VSU, Baybay, Leyte	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P 11,200/mo	P 2,000/mo
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
HEAD, Department of Forest Science		DEAN, College of Forestry and Environmental Sciences	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Bolo, Shovel, Wheel barrow, Lawn mower, Grass cutter, Chainsaw, Sprinkler			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial	( )	( )	General Public
Supervisors	( )	( )	Other Agencies
Non Supervisors	(x)	(x)	Others (Please specify:
Staff	(x)	(x)	Admin Offices
18. WORKING CONDITION			
Office Work	( )	Other/s (Please Speciy)	
Field Work	(x)		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary Graduate			None

<b>21e. CORE COMPETENCIES</b>		<b>Competency Level</b>
1. <b>Exemplifying Integrity</b> Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules		1
2. <b>Delivering Service Excellence</b> 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> 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>
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
1. Maintenance and sanitation cutting in established tree plantation.		1
2. Support labor for tree plantation establishment and tree inventory.		1
3. Maintenance of building structures.		1
4. Improvement and maintenance of landscape at CFES complex.		1
5. Perform other related task as may be assigned from time to time.		1
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>		
<p>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.</p> <div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="text-align: center;">  <p><b>GEORGE S. CIRCULADO</b> Employee's Name, Date and Signature</p> </div> <div style="text-align: center;">  <p><b>DENNIS P. PEQUE</b> Supervisor's Name, Date and Signature</p> </div> </div>		