



REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

Mechanical Plant Operator I

2. ITEM NO.: ViSCAB-ADA6-79-2004

3. SALARY GRADE : 6

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

() provincial	() 1 st class	() 5 th class
(x) city	() 2 nd class	() 6 th class
() municipality	() 3 rd class	() Special
	() 4 th class	

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

7. DEPARTMENT/BRANCH/DIVISION

General Services Division

8. WORKSTATION/PLACE OF WORK

VSU, Baybay

9. PRES. APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

~~14,340.00~~

14,340.00
ACA PERA P 24,000/annum

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Head, Plant Electrical Sounds Maintenance Unit, GSD

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

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	(x)	()	General Public	()	(x)
Supervisors	()	(x)	Other Agencies	(x)	()
Non Supervisors	()	(x)	Others (Please specify:	()	(x)
Staff	()	(x)	Admin Offices		

18. WORKING CONDITION

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

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


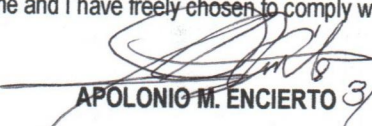
Operation & maintenance of the generating set of VSU in order to provide its various entities w/ electric energy when the LEYECO IV or NGCP source is not available.

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

Operation and maintenance of the electric energy generating sets in the VSU Power Plant.

21. QUALIFICATON STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
College Level (4 th Year)	RD Fishing Industry (Oiler)	Marine Diesel Mechanic, Basic Safety Training	Building Wiring Electrician & Mechanical Equipment Operator

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. FUNCTIONAL 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
21g. TECHNICAL COMPETENCIES		Competency Level
		1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
60% 1. Operate the University Power Generating Units.		1
20% 2. Conducts preparation of Generating sets.		1
5% 3. Attends to electrical repairs during regular Power Operations.		1
5% 4. Undertakes electrical repair and installation jobs.		1
5% 5. Submit electrical services reports.		1
5% 6. Performs other duties as the Head or Director may assign.		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.		
 CLAUDIO R. ABABAT JR. 3/1/2018 Employee's Name, Date and Signature	 APOLONIO M. ENCIERTO 3/1/18 Supervisor's Name, Date and Signature	