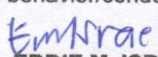
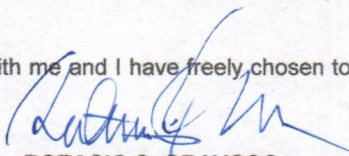






3. Communication Savy - Effectively delivers messages that simply focus on facts or information;		2
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results		2
5. Change Adaptation - Works effectively with a variety of people and situations and adapts one's thinking, behaviour and style appropriately in dealing with change.		2
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems		1
<b>21f. Functional Competencies</b>		<b>Competency Level</b>
1. Process Improvement - Develops, formulates and reviews for enhancement processes, policies and procedures		1
2. Maintenance and Management Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles.		1
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)</b>		<b>Competency Level</b>
<i>Percentage of Working Time</i>	<i>(State the duties and responsibilities here:)</i>	
70%	1. Perform all clerical works and arranged office files;	1
15%	2. Clean offices, studios, hallways, stairs and restrooms of the radio station and water ornamental plants;	1
10%	3. Deliver documents to the administration building and other concerned offices and make follow-ups; and	1
5%	4. Perform other tasks assigned by the Station Manager.	1
100%		
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE:</b>		
<p>I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">   <b>EDDIE M. ISRAEL</b>  Employee's Name, Date and Signature </div> <div style="text-align: center;">   <b>ROTACIO S. GRAVOSO</b>  Supervisor's Name, Date and Signature </div> </div>		