Rep	oublic of the Phil	ippines	1. POSITION TITLE (as au	thorized by DBM)
	TION DESCRIPT				
DBM-CSC Form No. 1			ADMIN	ISTRATIVE A	IDE III
(1	Revised Version	No.1,			
2.ITTEM NO.: VISCA	B-ADA 5-196	-2004	3. SALARY GRADI	E: 3	15392
4. FOR LOCAL GOVER!	MENT POSITIO	N, ENUMERATE GOVERNM	ENT UNIT AND CLASS		
()) provincial		() 1 ^d class	() 5h class		
(X)) city ()) municipality	en retie	() 2 nd class () 3 nd class () 4 th class	() 6 th class () Special		
5. DEPARTMENT, CORPO	RATION OR AGE	NCY/LOCAL GOVERNMENT	6. BUREAU OR OF	FICE	
VISAYAS STATE UNIVERSITY			VSU, Baybay City, Leyte		
7. DEPARTMENT/BRAI	ICH/DIVISION	san Mari yang Palmara	8. WORKSTATION/PLACE OF WORK		
Department	of Food Science	and Technology		, Baybay City, L	eyte
9. PRIES, APPROPACT	1	. PREV. APPROP ACT	11. SALARY AUTHORIZE	D 12. 0	THER
			P 12, 914.00	ACA PE	RA 2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
Head, DFST			Dean, College of Agriculture and Food Science		
15. POSITION TITLE AN	D ITEM OF THO	SE DIRECTLY SUPERVISED	same of cartile and		
(if more than se	ven (7) list only	by their item numbers and ti	ties) None		
16 MACHINE, EQUIPMI	:NI, IUULS EIG	C., USED REGULARLY IN P	EKFURMANCE OF WUKK		
	117934	Ballpen, Logbook, Ca	liculator, Grass cutter etc.	-20 . 6/1/90	
17. CONTACTS/CLIENT	S/STAKEHOLD	ERS	an in the property the contract of		
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial	()	()	General Public	()	(x)
Supervisors	(x)	()	Other Agencies	(x)	
Non Supervisors Staff	(x)	(x)	Others (Please specify: Admin Offices	()	(x)
18. WORKING CONDIT	ION		318.0		
Office Work		(x)	Other/s (Please Specify)		
		(x)			
Field Work	W OF THE OFM	EDAL CUNCTION OF THE I	WIT OD CECTION		
	IN UP THE GEN	ERAL FUNCTION OF THE U	NII OR SECTION		100020
	N OF THE GEN		gerial and utility services		4594.555
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	on Savvy - Effectively delivers messages that simply focus on facts or information;	supplies of the second
	relationship management - Effectively communicates and interacts with	2
	ustomers and clients, and work well in a team to achieve results	2
	ntation - Works effectively with a variety of people and situations and adapts one's	And the second s
	ivior and style appropriately in dealing with change.	
		2
	onsive management - Promotes gender equality and women empowerment to er-related problems and issues	1
Address geno		Competency Lev
	ails - Reports accurate information and spot errors in documents/jobs and other forms of written	2
	outputs in a timely manner.	2
	rientation - Uses internal and external resources effectively to achieve individual, team, and	2
organisational g		annual services
	ement - Applies and adapts records management standards related to the cycle of records in the	
	n are conducted to achieve adequate and proper documentation of government policies,	2
	d effective management of the university operations. S - Operates standard personal computer or laptop and effectively uses needed computer	2
. Computer Same		
		2
software, applica	ations and technology needed in the performance of the functions of the positions.	
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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.

HENRY P. MODINA, Feb. 7, 2019 Employee's Name, Date and Signature IVY C. EMMACE, Pebruary 7, 2019 Supervisor's Name, Date and Signature