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|--|-------------------------------------|--|---|--|--------------------------|
| <b>Republic of the Philippines</b><br><b>POSITION DESCRIPTION FORM</b><br><b>DBM-CSC Form No. 1</b><br>(Revised Version No. 1, s. 2017)                                    |                                     |  | <b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b><br><br><div style="text-align: center; font-weight: bold;">Administrative VI</div> |  |                          |
| <b>2. ITEM NUMBER</b>  |                                     |  | <b>3. SALARY GRADE</b><br><br><div style="text-align: center;">SG-6</div>   |  |                          |
| <b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>   |                                     |  |   |  |                          |
| <input type="checkbox"/> Province<br><input checked="" type="checkbox"/> City<br><input type="checkbox"/> Municipality   |                                     | <input type="checkbox"/> 1st Class<br><input type="checkbox"/> 2nd Class<br><input type="checkbox"/> 3rd Class<br><input type="checkbox"/> 4th Class |   | <input type="checkbox"/> 5th Class<br><input type="checkbox"/> 6th Class<br><input type="checkbox"/> Special |                          |
| <b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b><br><br><div style="text-align: center;">STATE UNIVERSITY &amp; COLLEGES</div>                                |                                     |  | <b>6. BUREAU OR OFFICE</b><br><br><div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>   |  |                          |
| <b>7. DEPARTMENT / BRANCH / DIVISION</b><br><br><div style="text-align: center;">Physical Plant Office</div>   |                                     |  | <b>8. WORKSTATION / PLACE OF WORK</b><br><br><div style="text-align: center;">VSU, BAYBAY CITY, LEYTE</div>   |  |                          |
| <b>9. PRESENT APPROP ACT</b>   |                                     | <b>10. PREVIOUS APPROP ACT</b>   |   | <b>11. SALARY AUTHORIZED</b>   |                          |
|  |                                     |  |   | ACA/PERA P2,000.00   |                          |
| <b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b><br><br><div style="text-align: center;">Unit Head, ILMO</div>  |                                     |  | <b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b><br><br><div style="text-align: center;">Director</div>  |  |                          |
| <b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b><br><i>(if more than seven (7) list only by their item numbers and titles)</i>                             |                                     |  |   |  |                          |
| POSITION TITLE   |                                     |  | ITEM NUMBER   |  |                          |
| <b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b><br><br><div style="text-align: center;">Screw Driver, Flier, Tester, Soldering Kit</div> |                                     |  |   |  |                          |
| <b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>   |                                     |  |   |  |                          |
| 17a. Internal  |                                     | Occasional   | Frequent  | 17b. External  |                          |
| Executive / Managerial   | <input type="checkbox"/>            | <input checked="" type="checkbox"/>  | <input checked="" type="checkbox"/>   | General Public   | <input type="checkbox"/> |
| Supervisors  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>  | Other Agencies   | <input type="checkbox"/> |
| Non-Supervisors  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>  | Others (Please Specify):   | <input type="checkbox"/> |
| Staff  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | <input type="checkbox"/>  |  |                          |
| <b>18. WORKING CONDITION</b>   |                                     |  |   |  |                          |
| Office Work  | <input checked="" type="checkbox"/> | <input type="checkbox"/>   | Other/s (Please Specify)  |  |                          |
| Field Work   | <input type="checkbox"/>            | <input type="checkbox"/>   |   |  |                          |
| <b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b><br><br><div style="text-align: center;">Electrical Communication Equipment Technician</div>    |                                     |  |   |  |                          |



| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)  |   |               |                  |
|--|---|---------------|------------------|
| Repair and Maintenance of VSU Laboratory Equipment   |   |               |                  |
| 21. QUALIFICATION STANDARDS  |   |               |                  |
| 21a. Education   | 21b. Experience   | 21c. Training | 21d. Eligibility |
| Completion of 2 years studies in college   | None Required   | None Required | None Required    |
| 21e. Core Competencies   |   |               | Competency Level |
| 1. Exemplifying Integrity and Professionalism - demonstrates high standards of professional behaviour, adhering to ethical as well as moral principles, values, and standards of public office   |   |               | 2                |
| 2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction   |   |               | 2                |
| 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                |
| 21f. Functional Competencies   |   |               | Competency Level |
| 1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular   |   |               | 1                |
| 2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.  |   |               | 1                |
| 3. Occupational Health and Safety Management- Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents.   |   |               | 1                |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)  |   |               | Competency Level |
| Percentage of Working Time   | (State the duties and responsibilities here:)                       |               |                  |
| 30%  | 1. Conduct repair and maintenance of Laboratory Equipment           |               | 1                |
| 30%  | 2. Operate the University Audio and Sound Equipment                 |               | 1                |
| 20%  | 3. Keep and Monitors Maintenance and Calibration Scheduling         |               | 1                |
| 10%  | 4. Maintained Cleanliness the work place                            |               | 1                |
| 10%  | 5. Performs other related tasks as maybe assigned from time to time |               | 1                |
|  |   |               | 1                |
| 23. ACKNOWLEDGMENT AND ACCEPTANCE:   |   |               |                  |
| <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; align-items: flex-end; margin-top: 20px;"> <div style="text-align: center;"> <p><b>EDGARDO G. COBICO JR.</b><br/>Employee's Name, Date and Signature</p> </div> <div style="text-align: center;"> <p><b>JOHN ALLAN A. GULES</b><br/>Supervisor's Name, Date and Signature</p> </div> </div> |   |               |                  |