
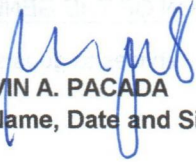


<div>Republic of the Philippines</div> <div>POSITION DESCRIPTION FORM</div> <div>DBM-CSC Form No. 1</div> <div>(Revised Version No. 1 , s. 2017)</div>		<div>1. POSITION TITLE (as approved by authorized agency)</div> <div>with parenthetical title</div> <div>GUESTHOUSE CARETAKER</div>																															
<div>2. ITEM NUMBER</div> <div>GUESTC-4-1998</div>		<div>3. SALARY GRADE</div> <div>2</div>																															
<div>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</div> <div><div><div><input type="checkbox"/> Province</div><div><input checked="" type="checkbox"/> City</div><div><input type="checkbox"/> Municipality</div></div><div><div><input type="checkbox"/> 1st Class</div><div><input type="checkbox"/> 2nd Class</div><div><input type="checkbox"/> 3rd Class</div><div><input type="checkbox"/> 4th Class</div></div><div><div><input type="checkbox"/> 5th Class</div><div><input type="checkbox"/> 6th Class</div><div><input type="checkbox"/> Special</div></div></div>																																	
<div>5. DEPARTMENT, CORPORATION OR AGENCY/</div> <div>LOCAL GOVERNMENT</div> <div>STATE UNIVERSITY &amp; COLLEGES</div>		<div>6. BUREAU OR OFFICE</div> <div>VISAYAS STATE UNIVERSITY</div>																															
<div>7. DEPARTMENT / BRANCH / DIVISION</div> <div>OFFICE OF THE DIRECTOR FOR ADMINISTRATIVE SERVICES</div>		<div>8. WORKSTATION / PLACE OF WORK</div> <div>VSU-CEBU OFFICE</div>																															
<div>9. PRESENT APPROP ACT</div> <div>N/A</div>	<div>10. PREVIOUS APPROP ACT</div>	<div>11. SALARY AUTHORIZED</div> <div>P13, 819.00</div>	<div>12. OTHER COMPENSATION</div> <div>ACA/PERA P2,000.00</div>																														
<div>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</div> <div>ADMINISTRATIVE ASSISTANT II</div>		<div>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</div> <div>DIRECTOR, ASO</div>																															
<div>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</div> <div>(if more than seven (7) list only by their item numbers and titles)</div> <table><tr><td>POSITION TITLE</td><td>ITEM NUMBER</td></tr></table>				POSITION TITLE	ITEM NUMBER																												
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<div>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</div> <div>WASHING MACHINE, DRIER, CELLPHONE, BROOM, MOP, BUCKET, LINENS</div>																																	
<div>17. CONTACTS / CLIENTS / STAKEHOLDERS</div> <table><tr><td>17a. Internal</td><td>Occasional</td><td>Frequent</td><td>17b. External</td><td>Occasional</td><td>Frequent</td></tr><tr><td>Executive / Managerial</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>General Public</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Other Agencies</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td></tr><tr><td>Non-Supervisors</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td>Others (Please Specify):</td><td></td><td></td></tr><tr><td>Staff</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td></td><td></td><td></td></tr></table>				17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):			Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
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Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>																															
<div>18. WORKING CONDITION</div> <table><tr><td>Office Work</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Other/s (Please Specify)</td><td>Occasional</td><td>Frequent</td></tr><tr><td>Field Work</td><td><input checked="" type="checkbox"/></td><td><input type="checkbox"/></td><td>Lodging House</td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td></tr></table>				Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	Occasional	Frequent	Field Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Lodging House	<input type="checkbox"/>	<input checked="" type="checkbox"/>																		
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<div>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</div> <div>Provides support services in administrative, lodging accomodation, and alternative methods of procurement to the University</div>																																	
<div>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</div> <div>Provides housekeeping services to guests in the VSU-Cebu Lodging House</div>																																	



21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary School Graduate	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;			1
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			2
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. Maintenance Management - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles.			1
3. Risk Management - Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.			1
4. Waste Management - Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
25%	1. Maintains cleanliness and orderliness of the guestrooms, public and perimeter areas		2
25%	2. Assists in the laundry of linens, towel, curtains, rags, etc.		2
25%	3. Prepares and furnishes room with the necessary amenities and supplies such as bed, table, linens, pillows, towels, garbage bin, etc.		2
10%	4. Reports to the manager any repairs or supplies needed, and other concerns relative to lodging operation		2
10%	5. Conducts inventory and reports damages and missing items(like linens, keys, towels, etc.) in the guestrooms		2
5%	6. Performs other tasks as may be assigned by the manager		2
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;"> <div style="text-align: center;">   <b>FELISA C. RAMADA</b>              Employee's Name, Date and Signature           </div> <div style="text-align: center;">   <b>NEVIN A. PACADA</b>              Supervisor's Name, Date and Signature           </div> </div>			