



Republic of the Philippines <b>POSITION DESCRIPTION FORM</b> DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) Administrative Aide VI	
2. ITEM NO.: <u>VISCAD - ADA6 - 79 - 2004</u>		3. SALARY GRADE :	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class	
<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE	
VISAYAS STATE UNIVERSITY		VSU, Baybay City, Leyte	
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK	
Physical Plant Office		VSU , Baybay	
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER
		P	ACA PERA P2,000.00
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR	
Head, PPES		Director, PPO	
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED			
none			
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK			
Screw Driver, Fliers, Hot stick			
17. CONTACTS/CLIENTS/STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Executive/Managerial Supervisors	( )	( )	General Public
Non Supervisors	( )	( )	Other Agencies
Staff	(X)	(x)	Others (Please specify: Admin Offices)
			Occasional
			Frequent
			( )
			(x)
			( )
			(x)
18. WORKING CONDITION			
Office Work	( )	Other/s (Please Specify)	
Field Work	( x )		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
POWER HOUSE OPERATOR			
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Repair and Maintenance of the University			
21. QUALIFICATON STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
College Graduate	15 year of relevant experience		

<b>21e. CORE COMPETENCIES</b>	<b>Competency Level</b>
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, 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, behavior and style appropriately in dealing with change.	1
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues	
<b>21f. FUNCTIONAL COMPETENCIES</b>	<b>Competency Level</b>
<b>22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) (</b>	<b>Competency Level</b>
20% 1. Reading of Electrical Consumption at the VSU Faculty and Staff Housing and Buildings	2
40% 2. Operate the Power House	2
20% 3. Repair and maintenance of the Streetlight, VSU	2
10% 4. Maintained Cleanliness the Power House Building and Surrounding	2
10% 5. Performs other related tasks as maybe assigned from time to time	2
<b>23. ACKNOWLEDGMENT AND ACCEPTANCE</b>	
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.	
 <b>GABRIEL A. ISRAEL JR.</b> Employee's Name, Date and Signature	 <b>MARLON G. BURLAS</b> Supervisor's Name, Date and Signature