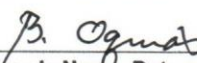
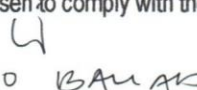
 REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM		1. POSITION TITLE (as authorized by DBM) <i>Administrative Side 01</i>			
2. ITEM NO.: <i>VS CAP-ADA 1-178-2004</i>		3. SALARY GRADE: <i>01</i>			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class <input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT <i>VISAYAS STATE UNIVERSITY</i>		6. BUREAU OR OFFICE			
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK <i>VSU, Baybay</i>			
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED <i>P 119,772.00</i>	12. OTHER <i>ACA PERA P 24,000/annum</i>		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR <i>Head, Landscapping & Waste Mgt. Unit</i>		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <i>Director, GSD</i>			
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles) None</i>					
16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK <i>Grass cutter</i>					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive/Managerial Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please specify: <u>Admin Offices</u>)	<input type="checkbox"/>	<input checked="" type="checkbox"/>
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	Other/s (Please Speciy)			
Field Work	<input type="checkbox"/>				
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
21. QUALIFICATON STANDARDS					
21a. Education	21b. Experience	21c. Training	21d. Eligibility		
<i>Able to read & write</i>					
21e. CORE COMPETENCIES					Competency Level

1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1	
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1	
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1	
21f. ORGANIZATIONAL COMPETENCIES	Competency Level	
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1	
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1	
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1	
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1	
5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group.	1	
6. Managing information - Collects, organizes & maintain data.	1	
21g. TECHNICAL COMPETENCIES	Competency Level	
	1	
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level	
22a. Records Management Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies.	1	
22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies. 22b 1.		
22c. Perform other related tasks as may be assigned from time to time	1	
23. ACKNOWLEDGMENT AND ACCEPTANCE		
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.		
 Employee's Name, Date and Signature	 Supervisor's Name, Date and Signature	3/13/2017