

Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title <div style="text-align: center; font-weight: bold; padding: 5px;">Administrative Aide VI</div>			
2. ITEM NUMBER		3. SALARY GRADE			
		SG-6			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS					
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class			
		<input type="checkbox"/> 5th Class <input checked="" type="checkbox"/> 6th Class <input type="checkbox"/> Special			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
Visayas State University					
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
General Services Division					
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
(if more than seven (7) list only by their item numbers and titles)					
POSITION TITLE		ITEM NUMBER			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Welding Machine					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Executive / Managerial	<input type="checkbox"/>		<input type="checkbox"/>	General Public	<input checked="" type="checkbox"/>
Supervisors	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Other Agencies	<input type="checkbox"/>
Non-Supervisors	<input type="checkbox"/>		<input checked="" type="checkbox"/>	Others (Please Specify):	<input type="checkbox"/>
Staff	<input type="checkbox"/>		<input checked="" type="checkbox"/>		<input type="checkbox"/>
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>		<input type="checkbox"/>	Other/s (Please Specify)	
Field Work	<input type="checkbox"/>		<input checked="" type="checkbox"/>		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Provision of General Services.					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)

Provision of welding services.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Completion of 2 years studies in college	None required	None required	First level eligibility

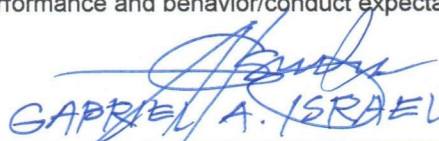
21e. Core Competencies	Competency Level
Exemplifying Integrity and Professionalism	Basic
Delivering Service Excellence	Basic
Interpersonal Skills	Basic
Flexibility	Basic
Record Management	Basic
Computer Skills	Basic


21f. Leadership Competencies	Competency Level
Attention to Detail	Basic
Achievement Orientation	Basic
Communication Skills	Basic

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)		Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)	(Indicate the required Competency Level here)
N/A		

23. ACKNOWLEDGMENT AND ACCEPTANCE:

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.


GABRIEL A. ISRAEL JR. 6/10/20
Employee's Name, Date and Signature


ADOLPHUS M. ENCIER 6/10/20
Supervisor's Name, Date and Signature