

Republic of the Philippines <b>POSITION DESCRIPTION FORM</b> DBM-CSC Form No. 1 (Revised Version No. 1 ,		<b>1. POSITION TITLE (as authorized by DBM)</b> Foreman	
<b>2. ITEM NO.:</b>		<b>3. SALARY GRADE :</b>	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>			
<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			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>	
VISAYAS STATE UNIVERSITY		VSU, Baybay City, Leyte	
<b>7. DEPARTMENT/BRANCH/DIVISION</b>		<b>8. WORKSTATION/PLACE OF WORK</b>	
Physical Plant Office		VSU , Baybay	
<b>9. PRES, APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER</b>
		P	ACA PERA P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>	
Head, BHM		Director, PPO	
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b>			
none			
<b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>			
Measuring Tape, Wood Saw, Hammer			
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive/Managerial	( )	( )	General Public
Supervisors	( )	( )	Other Agencies
Non Supervisors	( )	( )	Others (Please specify:
Staff	(X)	(x)	Admin Offices
<b>18. WORKING CONDITION</b>			
Office Work	( )	Other/s (Please Specify)	
Field Work	( x )		
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
Repair and Maintenance of Buildings, VSU			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>			
Repair Survey and Inspection of the Building, VSU.			
<b>21. QUALIFICATON STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
High School Graduate	10 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>
30% 1. To Act of Job Request repair of the water system, Offices, Laboratories, IGP, Research & Academic Buildings	2
20% 2. Survey and Inspection of the Plumbing system VSU Building	2
30% 3. Repair and Maintenance of Plumbing System of Buildings, VSU	2
10% 4. Assist the supervisor to prepare of plans for Plumbing	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>ARGIE P. SINGSON</b> Employee's Name, Date and Signature	 <b>MARIO LILIO VALENZONA</b> Supervisor's Name, Date and Signature