

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;">WELDER II</div>	
2. ITEM NUMBER <div style="text-align: center;">VISCAB-WELD2-1-2002</div>		3. SALARY GRADE <div style="text-align: center;">SG-6</div>	
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS			
<div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality </div> <div style="width: 30%;"> <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class </div> <div style="width: 30%;"> <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special </div> </div>			
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>		6. BUREAU OR OFFICE <div style="text-align: center;">VSU, Baybay City, Leyte</div>	
7. DEPARTMENT / BRANCH / DIVISION <div style="text-align: center;">VSU-Technical Vocational Education and Training (TVET)</div>		8. WORKSTATION / PLACE OF WORK <div style="text-align: center;">VSU, Baybay City, Leyte</div>	
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED <div style="text-align: center;">P172,080.00 per annum</div>	12. OTHER COMPENSATION <div style="text-align: center;">ACA/PERA P2,000.00</div>
13. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Engineer II</div>		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Director for Extension</div>	
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i>			
POSITION TITLE		ITEM NUMBER	
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK Computer, Laptop Whiteboard, Ballpen, Pencil, Welding Machine, Portable Grinder, Lathe Machine, Power Cut Off, Power Hacksaw			
17. CONTACTS / CLIENTS / STAKEHOLDERS			
17a. Internal	Occasional	Frequent	17b. External
Occasional	Frequent	Occasional	Frequent
Executive / Managerial	<input checked="" type="checkbox"/>	<input type="checkbox"/>	General Public
Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies
Non-Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):
Staff	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
18. WORKING CONDITION			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input type="checkbox"/>	
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION			
Implements extension functions of the university.			

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

Provides support services to the extension functions of the unit.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary School Graduate	1 year of relevant experience	None Required	Welder

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;	2
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 and issues	2

21f. Functional Competencies	Competency Level
1. Administrative Service 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	1
2. Consultation and Advising - Addresses issues and concerns affecting students' academic performance by strictly following the consultation time schedule, responds to queries and implements interventions which result to highly satisfied clients.	1
3. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment	1
4. Facilitating Learner - Centered Environment - Explores the fundamental principles, processes and practices anchored on learner-centeredness. Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	1
5. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	1
6. Filipino Values Restoration - Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	1


22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
35%	1. Conduct actual trainings on Technical Vocational Education and Training (TVET) in Shielded Metal Arc Welding (SMAW) NC II.	2
30%	2. Keeps custody of SMAW related facilities and implement regular cleaning and maintenance program.	2
15%	3. Assist the TVET Program Coordinator in making TVET reports.	2
10%	4. Assist in the conduct of laboratory classes related to welding.	2
10%	5. Performs other related tasks as maybe assigned from time to time.	2

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.


ARNULFO M. GUARATE Nov. 25, 2022
 Employee's Name, Date and Signature


ELDON P. DE PADUA 11-25-22
 Supervisor's Name, Date and Signature