

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;">DRIVER II</div>																																
2. ITEM NUMBER <div style="text-align: center; font-weight: bold;">LS(CONTRACTUAL)</div>			3. SALARY GRADE <div style="text-align: center; font-weight: bold;">SG-4</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;">STATE UNIVERSITY AND COLLEGES</div>			6. BUREAU OR OFFICE <div style="text-align: center;">VISAYAS STATE UNIVERSITY</div>																																
7. DEPARTMENT / BRANCH / DIVISION <div style="text-align: center;">GENERAL SERVICES OFFICE</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; font-size: 1.2em;">14,833.00</div>																															
12. OTHER <div style="text-align: right;">ACA/PERA P2,000.00</div>																																			
13. POSITION TITLE OF IMMEDIATE SUPERVISOR <div style="text-align: center;">Unit Head, MPSU</div>			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR <div style="text-align: center;">Director, GenSO</div>																																
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles)																																			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK <div style="text-align: center;">TIRE WRENCH TOOL BOX WITH COMPLETE TOOLS</div>																																			
17. CONTACTS / CLIENTS / STAKEHOLDERS <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;">17a. Internal</th> <th style="width: 10%;">Occasional</th> <th style="width: 10%;">Frequent</th> <th style="width: 30%;">17b. External</th> <th style="width: 10%;">Occasional</th> <th style="width: 10%;">Frequent</th> </tr> </thead> <tbody> <tr> <td>Executive / Managerial</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>General Public</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Supervisors</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Other Agencies</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> <tr> <td>Non-Supervisors</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td>Others (Please Specify):</td> <td colspan="2"></td> </tr> <tr> <td>Staff</td> <td style="text-align: center;"><input checked="" type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> <td colspan="2"></td> </tr> </tbody> </table>						17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent	Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>	Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>	Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):			Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>			
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent																														
Executive / Managerial	<input type="checkbox"/>	<input type="checkbox"/>	General Public	<input type="checkbox"/>	<input type="checkbox"/>																														
Supervisors	<input type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>																														
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):																																
Staff	<input checked="" type="checkbox"/>	<input type="checkbox"/>																																	
18. WORKING CONDITION <table border="1" style="width: 100%; border-collapse: collapse;"> <tbody> <tr> <td style="width: 30%;">Office Work</td> <td style="width: 10%; text-align: center;"><input checked="" type="checkbox"/></td> <td style="width: 10%; text-align: center;"><input type="checkbox"/></td> <td style="width: 50%;">Other/s (Please Specify)</td> </tr> <tr> <td>Field Work</td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td></td> </tr> </tbody> </table>						Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	Field Work	<input type="checkbox"/>	<input type="checkbox"/>																							
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 <div style="text-align: center;">Drive vehicle and transport VSU personnel & Materials</div>																																			

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

Drive vehicle and transport VSU personnel & Materials

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility

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	1
2. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction	1
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;	1
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results	1
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.	1
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems	1

21f. Functional Competencies	Competency Level
1. 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
2. Risk Management- Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk.	1
3. Occupational Health and Safety Management- Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents.	1
4. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
30%	1. Drive vehicle and transport VSU personnel & Materials	1
30%	2. Perform servicing repair troubleshooting, Installation of vehicle before and after trip.	1
20%	3. Ensure safety of vehicle at times	1
20%	4. Prepare/ accomplish, trip tickets fuel & Oil consumption and others related repairs	1

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.


RIJUN B. AVELLANA 06-17-25

Employee's Name, Date and Signature


MARLON G. BURLAS 06-17-25

Supervisor's Name, Date and Signature