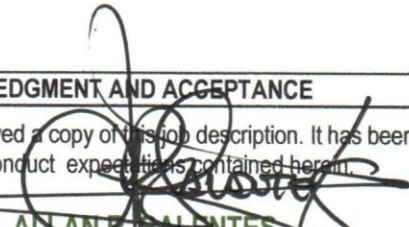
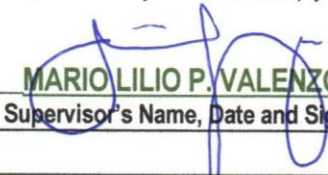


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,		1. POSITION TITLE (as authorized by DBM) DRAFTSMAN III			
2. ITEM NO.: VisCAB-DFM3-1-2002		3. SALARY GRADE : 11			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 st class <input type="checkbox"/> 2nd class <input type="checkbox"/> 3rd class <input type="checkbox"/> 4th class		<input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special	
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY			6. BUREAU OR OFFICE		
7. DEPARTMENT/BRANCH/DIVISION General Services Division			8. WORKSTATION/PLACE OF WORK VSU , Baybay		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	
				Php. 235,440.00	
				12. OTHER ACA PERA	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR Director, General Services Division			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Vice President for Administrative and Finance		
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED (if more than seven (7) list only by their item numbers and titles) None					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Computers, Plotter, Printer, Pens & etc.					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive/Managerial		(x)		()	
Supervisors		()		()	
Non Supervisors		(x)		(x)	
Staff		(x)		(x)	
17b. External		Occasional		Frequent	
General Public		()		(x)	
Other Agencies		(x)		()	
Others (Please specify: Admin Offices		()		(x)	
18. WORKING CONDITION					
Office Work		(x)		Other/s (Please Speciy)	
Field Work		()			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Drafting and using CAD procedures and techniques					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Drafting with the use of CAD procedures and techniques in construction drawings					
21. QUALIFICATON STANDARDS					
21a. Education BS degree relevant to the job		21b. Experience 3 yrs. Of relevant experience in General Services Division		21c. Training	
				21d. Eligibility	

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. FUNCTIONAL 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	
21g. TECHNICAL COMPETENCIES						Competency Level	
Using CAD and MS office like photoshope CS5						1	
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)						Competency Level	
To demonstrate and apply knowledge on drafting using CAD techniques and procedures on construction drawings.							
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.							
 ALLAN R. SALENTES Employee's Name, Date and Signature				 MARIO LILIO P. VALENZONA Supervisor's Name, Date and Signature			
12/26/2017							