

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

Driver II

2. ITEM NUMBER

LS

3. SALARY GRADE

SG-4

4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS

☐ Province
☒ City
☐ Municipality

☐ 1st Class
☐ 2nd Class
☐ 3rd Class
☐ 4th Class

☐ 5th Class
☐ 6th Class
☐ Special

5. DEPARTMENT, CORPORATION OR AGENCY/
LOCAL GOVERNMENT

State Universities and Colleges

6. BUREAU OR OFFICE

Visayas State University

7. DEPARTMENT / BRANCH / DIVISION

MPSU / PPO / Manila Office

8. WORKSTATION / PLACE OF WORK

VSU, Baguio City, Benguet

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER COMPENSATION

Acc/Pag P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Unit Head, PPO

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, PPO

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

Tire wrench tool box w/ complete tools

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive / Managerial
Supervisors
Non-Supervisors
Staff

☐
☐
☒
☒

☐
☐
☐
☐

General Public
Other Agencies
Others (Please Specify):

☐
☐

☐
☐

18. WORKING CONDITION

Office Work
Field Work

☒
☐

☐
☐

Other/s (Please Specify)

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Drive the vehicle in Manila Office and maintain the vehicle.

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

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary School Graduate	None Required	Preferably w/ NCH in Driving	Driver License (Professional)


21e. Core Competencies	Competency Level
1. Exemplifying Integrity & Professionalism - Demonstrates high standards of prof. behaviour, adhering to ethical as well as moral principles, values, & standards of public office	1
2. Delivering Service Excellence	1
3. Communication savvy	5
4. Interpersonal relationship management	1
5. Change Adaptation	1
6. Gender-responsive management	1


21f. Leadership Competencies	Competency Level
1. Administrative Services Management	1
2. Risk Management	1
3. Occupational Health & Safety Management	1
4. Critical thinking & Problem Solving	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)
30%	1. Drive vehicle & transport V&A personnel & materials
30%	2. Perform servicing repair troubleshooting, Installation of vehicle before & after trip.
20%	3. Ensure safety of vehicle at times
20%	4. Perform/accomplish, trip tickets fuel & oil consumption accidents & other related repairs.

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.


Jay E. Redula Nov. 19, 2024
Employee's Name, Date and Signature


MARLON G. DURLAS 11/20/24
Supervisor's Name, Designation, Date and Signature