

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency with parenthetical title)</b>  <b>ADMINISTRATIVE AIDE VI (Welder II)</b>	
<b>2. ITEM NUMBER</b>		<b>3. SALARY GRADE</b>	
VISCAB-ADA6-77-2004		6	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>			
<input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality		<input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class	
<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special			
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>		<b>6. BUREAU OR OFFICE</b>	
VISAYAS STATE UNIVERSITY			
<b>7. DEPARTMENT / BRANCH / DIVISION</b>		<b>8. WORKSTATION / PLACE OF WORK</b>	
DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING		CET WORKSHOP, VSU, BAYBAY CITY, LEYTE	
<b>9. PRESENT APPROP ACT</b>	<b>10. PREVIOUS APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>	<b>12. OTHER COMPENSATION</b>
		16,577	ACA/PERA P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>	
DEPARTMENT HEAD		COLLEGE DEAN	
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b>			
<i>(if more than seven (7) list only by their item numbers and titles)</i>			
ADMINISTRATIVE VI		VISCAB-ADA6-77-2004	
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>			
DESKTOP COMPUTER, LOG BOOK, ETC.			
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
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"/>	
<b>18. WORKING CONDITION</b>			
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>			
Administrative services			

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Assist laboratory instructors in handling workshop classes			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary School Graduate	1 year of relevant experience	None Required	Welder (MC 10, s. 2013 - Cat II)*
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			1
21f. Functional Competencies			Competency Level
1. Process Improvement - Develops, formulates and reviews for enhancement processes, policies and procedures			1
2. Maintenance and Management Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
30%	1. Property Custodian. In-charge of regular inventory of all machineries and equipment in the workshop		1
30%	2. Regular maintenance of all machineries and equipment in the workshop		1
30%	3. Assist the instructors, researchers and students in using the workshop tools, machineries and equipment.		1
10%	Perform other functions as assigned by superiors and other staff.		1
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p><u>ALAN M. GUARTE 02/24/2024</u></p> <p>Employee's Name, Date and Signature</p> </div> <div style="width: 45%;"> <p><u>ERON R. DE PASA 02/24/24</u></p> <p>Supervisor's Name, Date and Signature</p> </div> </div>			