
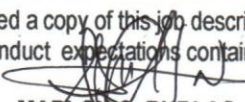
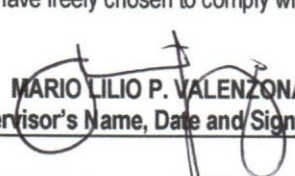


P-01

<div><div>REPUBLIC OF THE PHILIPPINES JOB DESCRIPTION FORM</div></div>		1. POSITION TITLE (as authorized by DBM)  Engineer II									
2. ITEM NO.: VISCAB-ENG2-1-1998		3. SALARY GRADE : 16									
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS											
<div><div><div><div><input type="checkbox"/> provincial</div><div><input checked="" type="checkbox"/> city</div><div><input type="checkbox"/> municipality</div></div><div><div><input type="checkbox"/> 1<sup>st</sup> class</div><div><input type="checkbox"/> 2nd class</div><div><input type="checkbox"/> 3rd class</div><div><input type="checkbox"/> 4th class</div></div><div><div><input type="checkbox"/> 5<sup>th</sup> class</div><div><input type="checkbox"/> 6<sup>th</sup> class</div><div><input type="checkbox"/> Special</div></div></div></div>											
5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT		6. BUREAU OR OFFICE									
VISAYAS STATE UNIVERSITY											
7. DEPARTMENT/BRANCH/DIVISION		8. WORKSTATION/PLACE OF WORK									
General Services Division		VSU , Baybay									
9. PRES, APPROP ACT	1. PREV. APPROP ACT	11. SALARY AUTHORIZED	12. OTHER								
		P 341,004.00	ACA PERA P 24,000/annum								
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR									
Director, General Services Division		Vice President for Administration & 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											
Computer, printer, pens, etc.											
17. CONTACTS/CLIENTS/STAKEHOLDERS											
17a. Internal		Occasional		Frequent		17b. External		Occasional		Frequent	
Executive/Managerial		( x )		( )		General Public		( )		( )	
Supervisors		( x )		( )		Other Agencies		( )		( )	
Non Supervisors		( )		( )		Others (Please specify:		( )		( )	
Staff		( x )		( x )		Admin Offices					
18. WORKING CONDITION											
Office Work				( x )				Other/s (Please Speciy)			
Field Work				( )							
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION											
Provide well maintain and condition light and heavy vehicle											
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)											
Supervise the operation and maintenance of light and heavy vehicles.											
21. QUALIFICATON STANDARDS											
21a. Education			21b. Experience			21c. Training			21d. Eligibility		
BS degree relevant to the job.			1 yr of relevant experience			4 hrs of relevant training			RA1080 (Mechanical Engineering)		

21e. CORE COMPETENCIES	Competency Level
1. <b>Exemplifying integrity</b> – Demonstrates compliance to policies, rules and other standards set by the Visayas State University.	1
2. <b>Solving Problems &amp; Decision making</b> – Provides timely solutions to problems & decisions dilemm that have clear-cut options and/or choices & whose solutions are available and can be accessed fr a database or gleaned from the existing policy or process.	1
3. <b>Delivering Service Excellence</b> – Complies with VSU's established standard of delivery or service le agreements & delivers explicit requirements of customers	1
21f. ORGANIZATIONAL COMPETENCIES	Competency Level
4. <b>Demonstrating Personal Effectiveness</b> – Recognizes personal strengths and gaps and depends guidance from authorities or appropriate bodies for direction in addressing them.	1
5. <b>Speaking Effectively</b> – Effectively delivers messages that simply focus on data, facts or information requires minimal preparation or can be supported by available communication materials	1
6. <b>Writing Effectively</b> = Refers to and/or uses existing communication materials or templates to produ own written work	1
7. <b>Championing &amp; applying innovation</b> – Demonstrates an awareness of basic principles of innovation	1
8. <b>Planning &amp; Delivering</b> – Designs & implements plans; focuses on one's functional group or area focus & involving team members from the same group	1
9. <b>Managing information</b> – Works with data to generate relevant information.	1
21g. TECHNICAL COMPETENCIES	Competency Level
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
Plan and programs various vehicles repair and maintenance works.	1
Supervises and monitors personnels under the division	1
Perform other functions that may be assigned by superior from time to time	1
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.	
 MARLON S. BURLAS Employee's Name, Date and Signature	01/16/17  MARIO LILIO P. VALENZONA Supervisor's Name, Date and Signature