

**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(CONTRACTUAL)

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 UNIVERSITY AND COLLEGES

6. BUREAU OR OFFICE

VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION

PHYSICAL PLANT OFFICE

8. WORKSTATION / PLACE OF WORK

VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT

10. PREVIOUS APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Unit Head

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)

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

TIRE WRENCH TOOL BOX WITH 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 vehicle and transport VSU personnel & Materials

