
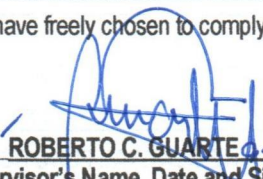


| | | | |
|--|---|--|--|
| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , | | 1. POSITION TITLE (as authorized by DBM) ADMINISTRATIVE AIDE V | |
| 2. ITEM NO.: ADA5- 66-2004 | | 3. SALARY GRADE : 5 | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS | | | |
| <input type="checkbox"/> provincial <input checked="" 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 COLLEGE OF ENGINEERING AND TECHNOLOGY | |
| 7. DEPARTMENT/BRANCH/DIVISION COLLEGE OF ENGINEERING AND TECHNOLOGY | | 8. WORKSTATION/PLACE OF WORK VSU , Baybay | |
| 9. PRES, APPROP ACT | 1. PREV. APPROP ACT | 11. SALARY AUTHORIZED P 13,481.00 | 12. OTHER ACA PERA P2,000.00 |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR Dean, CET | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | |
| 15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED None | | | |
| 16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Metal and woodworking tools and equipment | | | |
| 17. CONTACTS/CLIENTS/STAKEHOLDERS | | | |
| 17a. Internal | Occasional | Frequent | 17b. External |
| Executive/Managerial Supervisors Non Supervisors Staff | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | General Public Other Agencies Others (Please specify: <u>Admin Offices</u> |
| | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> <input checked="" type="checkbox"/> | <input type="checkbox"/> <input checked="" type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> |
| 18. WORKING CONDITION | | | |
| Office Work | | <input type="checkbox"/> | |
| Field Work | | <input checked="" type="checkbox"/> | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Academic unit with new building constructions | | | |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) College of Engineering and Technology Building Maintenance | | | |
| 21. QUALIFICATON STANDARDS | | | |
| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
| Elementary School Graduate | 1 year of relevant experience | None required | Carpenter (MC 10, 20136 - 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 and issues | 1 |
| 21f. FUNCTIONAL COMPETENCIES | Competency Level |
| 1. Risk Management - Ensures implementation of effective identification of hazards in the workplace and develop plans on mitigation, prevention, risk preparedness and responding by conducting a periodic safety inspection, hazard analysis and emergency drills in accordance with RA 10121 to ensure safety of residents, faculty and staff of any risk. | 1 |
| 2. Maintenance 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 |
| 60% 1. Supervise construction of new buildings under the College of Engineering | 1 |
| 25% 2. Oversee the maintenance of the College of Engineering complex | 1 |
| 10% 3. Monitor the ins-and-outs of construction supplies, materials, and equipment of the college | 1 |
| 5% 4. Do other related activities as required by the Dean | 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. | |
|  ROGELIO E. PONCE Employee's Name, Date and Signature |  ROBERTO C. GUARATE Supervisor's Name, Date and Signature |