



REPUBLIC OF THE PHILIPPINES
JOB DESCRIPTION FORM

1. POSITION TITLE (as authorized by DBM)

Administrative Assistant/II / Mechanical Plant Operator II

2. ITEM NO.:

B-ADAS3-31-2004

3. SALARY GRADE

19

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

() provincial
(x) city
() municipality

() 1st class
() 2nd class
() 3rd class
() 4th class

() 5th class
() 6th class
() Special

5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT

VISAYAS STATE UNIVERSITY

6. BUREAU OR OFFICE

General Services Division (GSD)

7. DEPARTMENT/BRANCH/DIVISION

Plant Electrical Sounds Maintenance Unit (PESMU)

8. WORKSTATION/PLACE OF WORK

VSU, Baybay

9. PRES, APPROP ACT

1. PREV. APPROP ACT

11. SALARY AUTHORIZED

12. OTHER

P 195,384.00

ACA PERA P 24,000/annum

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

Engr. III, Head, Power Electrical Sound Maintenance Unit

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Director, GSD

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

Electric Energy Generating Set

17. CONTACTS/CLIENTS/STAKEHOLDERS

17a. Internal

Occasional

Frequent

17b. External

Occasional

Frequent

Executive/Managerial
Supervisors
Non Supervisors
Staff

(x)
()
()
()

()
(x)
(x)
(x)

General Public
Other Agencies
Others (Please specify:
Admin Offices

()
(x)
()

(x)
()
(x)

18. WORKING CONDITION

Office Work
Field Work

(x)
(x)

Other/s (Please Speciy)

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

Operation & maintenance of the generating set of VSU in order to provide its various entities w/ electric energy when the LEYECO IV or NGCP source is not available.

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

Operation and maintenance of the electric energy generating sets in the VSU Power Plant.

21. QUALIFICATON STANDARDS

21a. Education

21b. Experience

21c. Training

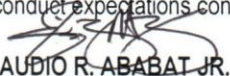
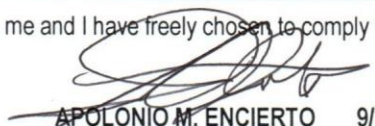
21d. Eligibility

College Level (4th Year)

RD Fishing Industry (Oiler)

Marine Diesel Mechanic,
Basic Safety Training

Building Wiring Electrician &
Mechanical Equipment Operator

21e. CORE COMPETENCIES	Competency Level
1. Exemplifying Integrity Acknowledges and respects authority and demonstrates readiness in accepting and complying with rules	1
2. Delivering Service Excellence Complies with CSC's established standards of delivery or service level agreements and delivers explicit requirements of customers.	1
3. Solving Problems and Making Decisions Provides timely solutions to problems and decision dilemmas that have clearcut options and/or choices and whose solutions are available and can be accessed from a database or gleaned from an existing policy or process.	1
21f. FUNCTIONAL COMPETENCIES	Competency Level
1. Demonstrating Personal Effectiveness – Responds effectively to guidelines & feedback on one's performance, well being and learning discipline.	1
2. Speaking Effectively – Effectively delivers messages that simply focus on data, facts or information & requires minimal preparation or can be supported by available communication materials	1
3. Writing Effectively – Refers to and/or uses existing communication materials or templates to produce own written work	1
4. Championing & applying innovation – Demonstrates an awareness of basic principles of innovation.	1
21g. TECHNICAL COMPETENCIES	Competency Level
	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
60% 1. Operate the University Power Generating Units.	1
20% 2. Conducts preparation of Generating sets.	1
5% 3. Attends to electrical repairs during regular Power Operations.	1
5% 4. Undertakes electrical repair and installation jobs.	1
5% 5. Submit electrical services reports.	1
5% 6. Performs other duties as the Head or Director may assign.	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.	
 CLAUDIO R. ABABAT JR. 9/3/2018	 APOLONIO M. ENCIERTO 9/3/2018
Employee's Name, Date and Signature	Supervisor's Name, Date and Signature