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| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, | | 1. POSITION TITLE (as authorized by DBM) Farm Worker 11 | |
| 2. ITEM NO.: VISCAB-FAWK2-1-2002 | | 3. SALARY GRADE : 4 | |
| 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"/> 2 nd class <input type="checkbox"/> 3 rd class <input type="checkbox"/> 4 th class | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT | | 6. BUREAU OR OFFICE | |
| VISAYAS STATE UNIVERSITY | | | |
| 7. DEPARTMENT/BRANCH/DIVISION | | 8. WORKSTATION/PLACE OF WORK | |
| VLHS | | VSU , Baybay | |
| 9. PRES, APPROP ACT | 1. PREV. APPROP ACT | 11. SALARY AUTHORIZED | 12. OTHER |
| | | | ACA PERA |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | |
| Principal | | College Dean | |
| 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 | | | |
| Bolo, other farm tools | | | |
| 17. CONTACTS/CLIENTS/STAKEHOLDERS | | | |
| 17a. Internal | Occasional | Frequent | 17b. External |
| Executive/Managerial Supervisors | () | () | General Public |
| Non Supervisors | () | () | Other Agencies |
| Staff | () | (x) | Others (Please specify: Admin Offices |
| | () | (x) | |
| 18. WORKING CONDITION | | | |
| Office Work | () | Other/s (Please Speciy) | |
| Field Work | (x) | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION | | | |
| To provide instruction, research & extension services. | | | |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) | | | |
| Manage the nursery and rice farm. | | | |
| 21. QUALIFICATON STANDARDS | | | |
| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
| Elem. school graduate | | | |

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|---|---|
| 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. ORGANIZATIONAL 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 |
| 5. Planning & Delivering – Designs & implements plans; focuses on one's functional group or area of focus & involving team members from the same group. | 1 |
| 6. Managing information - Collects, organizes & maintain data. | 1 |
| 21g. TECHNICAL COMPETENCIES | Competency Level |
| | |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | Competency Level |
| 22a. Records Management Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies. | |
| 22b. Information Technology. Demonstrates basic skills and knowledge in Information Technology. Applies basic understanding and requires assistance to apply technical skills and displays limited knowledge of technologies. 22b 1. | |
| 22c. Perform other related tasks as may be assigned from time to time | 1 |
| 22c <i>Manage the nursery and rice farm.</i> | 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. | |
| <i>Fidel D. Cabillo</i> FIDEL D. CABILLO Employee's Name, Date and Signature | <i>Rosario P. Abela</i> ROSARIO P. ABELA Supervisor's Name, Date and Signature |