

**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**

**ADMINISTRATIVE AIDE VI**  
**(MECHANIC II)**

**2. ITEM NUMBER**

**VISCAB-ADA6-113-2004**

**3. SALARY GRADE**

**6**

**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**

**VISAYAS STATE UNIVERSITY**

**6. BUREAU OR OFFICE**

**PHYSICAL PLANT OFFICE**

**7. DEPARTMENT / BRANCH / DIVISION**

**MOTOR POOL SERVICES**

**8. WORKSTATION / PLACE OF WORK**

**VSU, BAYBAY CITY, LEYTE**

**9. PRESENT APPROP ACT**

**10. PREVIOUS APPROP ACT**

**11. SALARY AUTHORIZED**

**12. OTHER COMPENSATION**

**P17,007.00**

**ACA/PERA P2,000.00**

**13. POSITION TITLE OF IMMEDIATE SUPERVISOR**

**HEAD, MOTOR POOL**

**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)*

**POSITION TITLE**

**ITEM NUMBER**

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

**MACHINE, EQUIPMENT, 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**

Provides support services to the office Head & Director

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

Engine Repair/Overhauling, Underchassis Repair

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
High school Graduate	1 year of relevant experience	None Required	AUTOMOTIVE NGH MECHANIC

**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. Delivering Service Excellence - Complies with VSU's established standards of service delivery for customer satisfaction
3. Communication Savy - Effectively delivers messages that simply focus on facts or information;
4. Interpersonal relationship management - Effectively communicates and interacts with colleagues, customers and clients, and work well in a team to achieve results
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.
6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems

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**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.
2. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' awareness and empowerment in accordance with Republic Act 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards.
3. Maintenance and Management Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles.

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**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)****Competency Level**

Percentage of Working Time	(State the duties and responsibilities here:)	
30%	1. Engine Overhauling/Repair	1
40%	2. Under Chassis Repair	1
15%	3. Operate Hydraulic Equipment	1
10%	5. Driving	1
5%	6. Cleaning of Motor Pool Surrounding	1

**23. ACKNOWLEDGMENT AND ACCEPTANCE:**

I have received a copy of this position description. It has been discussed with me and I have freely chosen to comply with the performance and behavior/conduct expectations contained herein.

ROGER T. MUAÑA

Employee's Name, Date and Signature

03-21-22

MARLON G. BURLAS

Supervisor's Name, Date and Signature

03-21-22