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| 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 <div style="text-align: center; font-weight: bold; padding: 10px;">DRIVER II</div> | | |
| 2. ITEM NUMBER <div style="text-align: center; font-weight: bold; padding: 10px;">CONTRACTUAL</div> | | | 3. SALARY GRADE <div style="text-align: center; font-weight: bold; padding: 10px;">4</div> | | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS | | | | | |
| <input type="checkbox"/> Province <input checked="" type="checkbox"/> City <input type="checkbox"/> Municipality | | <input type="checkbox"/> 1st Class <input type="checkbox"/> 2nd Class <input type="checkbox"/> 3rd Class <input type="checkbox"/> 4th Class | | <input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT | | | 6. BUREAU OR OFFICE | | |
| STATE UNIVERSITY & COLLEGES | | | VISAYAS STATE UNIVERSITY | | |
| 7. DEPARTMENT / BRANCH / DIVISION | | | 8. WORKSTATION / PLACE OF WORK | | |
| | | | VSU, BAYBAY CITY, LEYTE | | |
| 9. PRESENT APPROP ACT | | 10. PREVIOUS APPROP ACT | | 11. SALARY AUTHORIZED | |
| N/A | | | | P15,586.00 14,209 ✓ | |
| 12. OTHER COMPENSATION | | | ACA/PERA P2,000.00 | | |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | | |
| Nurse Supervisor | | | Chief of Hospital I | | |
| 15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED <i>(if more than seven (7) list only by their item numbers and titles)</i> | | | | | |
| POSITION TITLE | | | ITEM NUMBER | | |
| 16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK | | | | | |
| 17. CONTACTS / CLIENTS / STAKEHOLDERS | | | | | |
| 17a. Internal | | Occasional | Frequent | 17b. External | |
| | | Occasional | Frequent | | |
| Executive / Managerial | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | General Public | <input type="checkbox"/> |
| Supervisors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Other Agencies | <input type="checkbox"/> |
| Non-Supervisors | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Others (Please Specify): | <input type="checkbox"/> |
| Staff | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="checkbox"/> |
| 18. WORKING CONDITION | | | | | |
| Office Work | <input checked="" type="checkbox"/> | <input type="checkbox"/> | Other/s (Please Specify) | | |
| Field Work | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION | | | | | |
| Provide services to the University service for health, emergency and rescue services. | | | | | |

| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) | | | |
|---|---|---------------|---|
| Driver II of the University Service for Health, Emergency and Rescue | | | |
| 21. QUALIFICATION STANDARDS | | | |
| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility |
| College level | None Required | None Required | Professional Drivers License (MC 10 s. 2013 - Cat, IV) |
| 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 | | | 1 |
| 21f. Functional Competencies | | | Competency Level |
| 1. Administrative Services Management- Develops programs and projects, and mobilizes and manages resources, both material and human, in order to fully achieve the set objectives and targets of the university in general and of the different offices/colleges/departments/centers in particular | | | 1 |
| 2. 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 |
| 3. Occupational Health and Safety Management - Ensures implementation of effective health and safety of workers in the workplace through creating VSU Safety Committee and conducting seminar workshops such that all faculty and staff will be made aware of the importance of the health and safety in the workplace to avoid job-related sickness/accidents. | | | 1 |
| 4. Critical Thinking and Problem Solving - Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment | | | 1 |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) | | | Competency Level |
| Percentage of Working Time | (State the duties and responsibilities here:) | | |
| 70% | Drive Emergency and Rescue | 2 | |
| 20% | Messengerial | 2 | |
| 10% | Maintenance | 2 | |
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| 23. ACKNOWLEDGMENT AND ACCEPTANCE: | | | |
| <p>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.</p> <div style="display: flex; justify-content: space-between; margin-top: 20px;"> <div style="text-align: center;"> <p>DAVE PETER G. JAYME Jan. 1, 2025 Employee's Name, Date and Signature</p> </div> <div style="text-align: center;"> <p>ELWIN JAY V. YU Jan. 1, 2025 Supervisor's Name, Date and Signature</p> </div> </div> | | | |