



Republic of the Philippines <b>POSITION DESCRIPTION FORM</b> DBM-CSC Form No. 1 (Revised Version No. 1 ,		<b>1. POSITION TITLE (as authorized by DBM)</b>  WELDER II	
<b>2. ITEM NO.:</b> VISCAB- WELD2-1-2002		<b>3. SALARY GRADE :</b> SG-6	
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS</b>			
<input type="checkbox"/> provincial <input checked="" type="checkbox"/> city <input type="checkbox"/> municipality		<input type="checkbox"/> 1 <sup>st</sup> class <input type="checkbox"/> 2 <sup>nd</sup> class <input type="checkbox"/> 3 <sup>rd</sup> class <input type="checkbox"/> 4 <sup>th</sup> class	
		<input type="checkbox"/> 5 <sup>th</sup> class <input type="checkbox"/> 6 <sup>th</sup> class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT</b>  VISAYAS STATE UNIVERSITY		<b>6. BUREAU OR OFFICE</b>  VSU, Baybay City, Leyte	
<b>7. DEPARTMENT/BRANCH/DIVISION</b>  VSU- Technical Vocational Education and Training (TVET)		<b>8. WORKSTATION/PLACE OF WORK</b>  VSU, Visca, Baybay City	
<b>9. PRES, APPROP ACT</b>	<b>1. PREV. APPROP ACT</b>	<b>11. SALARY AUTHORIZED</b>  P 172,080 per annum	<b>12. OTHER</b>  ACA PERA P2,000.00
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  Department Head		<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  College, Dean	
<b>15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED</b>  None			
<b>16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK</b>  Computer, Laptop, White Board, Ballpen, Pencil, Welding Machine, Portable Grinder, Lathe Machine, Power Cut Off, Power Hacksaw			
<b>17. CONTACTS/CLIENTS/STAKEHOLDERS</b>			
<b>17a. Internal</b>	<b>Occasional</b>	<b>Frequent</b>	<b>17b. External</b>
Executive/Managerial Supervisors Non Supervisors Staff	( x ) ( x ) ( ) ( )	( ) ( ) ( x ) ( x )	General Public Other Agencies Others (Please specify: <u>Admin Offices</u>
			( ) ( x ) ( )
			( x ) ( ) ( x )
<b>18. WORKING CONDITION</b>			
Office Work Field Work	( x ) ( )		
Other/s (Please Specify)			
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b>  Implements extension functions of the university			
<b>20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)</b>  Provides support services to the extension functions of the unit.			
<b>21. QUALIFICATON STANDARDS</b>			
<b>21a. Education</b>	<b>21b. Experience</b>	<b>21c. Training</b>	<b>21d. Eligibility</b>
Elementary School Graduate	1 year of relevant experience	None required	Welder

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 Savvy – 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	2
21f. FUNCTIONAL COMPETENCIES	Competency Level
1. Administrative Service 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.	1
2. Consultation and Advising – Addresses issues and concerns affecting students' academic performance by strictly following the consultation time schedule, responds to queries and implements interventions which result to highly satisfied clients.	1
3. 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
4. Facilitating Learner - Centered Environment - Explores the fundamental principles, processes and practices anchored on learner-centeredness. Applies educational theories and psychologies to facilitate various teaching-learning delivery modes to enhance learning.	1
5. Facilitation - Guides the exchange of information and ideas in an interactive session designed to meet defined objectives	1
6. Filipino Values Restoration – Revitalizes desirable Filipino values that are pro-God, pro-people, and pro-nature.	1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level
35% 1. Conduct actual trainings on Technical Vocational Education and Training (TVET) in Shielded Metal Arc Welding (SMAW) NC II.	2
30% 2. Keeps custody of SMAW related facilities and implement regular cleaning and maintenance program.	2
15% 3. Assist the TVET Program Coordinator in making TVET reports.	2
10% 4. Assist in the conduct of laboratory classes related to welding.	2
10% 5. Performs other duties as maybe assigned by his immediate supervisor.	2
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.	
 <b>ARNULFO M. DUARTE</b> Employee's Name, Date and Signature	 11-11-20 <b>ELDON P. DE PADUA</b> Supervisor's Name, Date and Signature