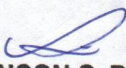
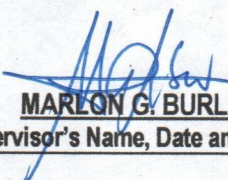


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|--|--------------------------------|--|--------------------------|-----|-----|
| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 , | | 1. POSITION TITLE (as authorized by DBM) Administrative Aide V | | | |
| 2. ITEM NO.: | | 3. SALARY GRADE : | | | |
| 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 | | | |
| | | <input type="checkbox"/> 5 th class <input type="checkbox"/> 6 th class <input type="checkbox"/> Special | | | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT | | 6. BUREAU OR OFFICE | | | |
| VISAYAS STATE UNIVERSITY | | VSU, Baybay City, Leyte | | | |
| 7. DEPARTMENT/BRANCH/DIVISION | | 8. WORKSTATION/PLACE OF WORK | | | |
| Physical Plant Office | | VSU , Baybay | | | |
| 9. PRES, APPROP ACT | 1. PREV. APPROP ACT | 11. SALARY AUTHORIZED | 12. OTHER | | |
| | | P | ACA PERA P2,000.00 | | |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR | | | |
| Head, BHM | | Director, PPO | | | |
| 15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED | | | | | |
| none | | | | | |
| 16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK | | | | | |
| Welding Machine, Mask, Hack Saw, Hammer | | | | | |
| 17. CONTACTS/CLIENTS/STAKEHOLDERS | | | | | |
| 17a. Internal | Occasional | Frequent | 17b. External | | |
| Occasional | | Frequent | Occasional | | |
| Frequent | | | Frequent | | |
| Executive/Managerial | () | () | General Public | () | () |
| Supervisors | () | () | Other Agencies | (x) | () |
| Non Supervisors | () | () | Others (Please specify: | () | (x) |
| Staff | (X) | (x) | <u>Admin Offices</u> | | |
| 18. WORKING CONDITION | | | | | |
| Office Work | | () | Other/s (Please Specify) | | |
| Field Work | | (x) | | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION | | | | | |
| Repair and Maintenance of Buildings, VSU | | | | | |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) | | | | | |
| Repair and Maintenance of the University | | | | | |
| 21. QUALIFICATON STANDARDS | | | | | |
| 21a. Education | 21b. Experience | 21c. Training | 21d. Eligibility | | |
| 3 rd Year High School | 18 year of relevant experience | | | | |

| | |
|--|---|
| 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, 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, behavior and style appropriately in dealing with change. | 1 |
| 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues | |
| 21f. FUNCTIONAL COMPETENCIES | Competency Level |
| | |
| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) (| Competency Level |
| 30% 1. Fabrication of Steel Trusses | 2 |
| 20% 2. Installation of Roofing | 2 |
| 30% 3. Repair and Maintenance of Offices and Classrooms Buildings, VSU | 2 |
| 10% 4. Fabrication of Gates, Grills, etc. | 2 |
| 10% 5. Performs other related tasks as maybe assigned from time to time | 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. | |
|  BENSON S. DIAZ Employee's Name, Date and Signature |  02/12/21 MARLON G. BURLAS Supervisor's Name, Date and Signature |