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 **COMPUTER PROGRAMMER 1 (CASUAL)**

2. ITEM NUMBER	3. SALARY GRADE
LS	11

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	6. BUREAU OR OFFICE
STATE UNIVERSITIES & COLLEGES	VISAYAS STATE UNIVERSITY

7. DEPARTMENT / BRANCH / DIVISION	8. WORKSTATION / PLACE OF WORK
UICTS	VSU, BAYBAY CITY, LEYTE

9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION
			ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR	14. POSITION TITLE OF NEXT HIGHER SUPERVISOR
Head	Vice President

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
DESKTOP COMPUTER, LAPTOP, MULTIMEDIA EQUIPTMENT, I.O.T., WIFI, ROUTERS, SWITCHES

17. CONTACTS / CLIENTS / STAKEHOLDERS

17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial	☑	☑	General Public	☐	☐
Supervisors	☑	☐	Other Agencies	☐	☐
Non-Supervisors	☐	☐	Others (Please Specify):		
Staff	☐	☐			

18. WORKING CONDITION

	Occasional	Frequent	
Office Work	☑	☐	Other/s (Please Specify)
Field Work	☐	☐	

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION
Designs and implements systems and emerging technologies to optimize and advance the University's operational processes

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

Develops systems aligned with the University's strategic objectives and leverages web technologies and IoT solutions to enhance and streamline daily operations.

21. QUALIFICATION STANDARDS

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Bachelor's Degree Relevant to the Job	None Required	None Required	C S (Subprofessional)1ST Level

21e. Core Competencies	Competency Level
1. Exemplifying Integrity and Professionalism – Demonstrates high standards of professional behavior, adhering to ethical as well as moral standards of public service.	1
2. Delivering Service Excellence – Complies with YSU's established standards of service delivery for customer satisfaction.	1
3. Communication Savvy – Effectively delivers messages that simply focus on facts or information.	1
4. Interpersonal Relationship Management – Effectively communicates and interacts with colleagues, customers, and clients and works well with a team to achieve results.	1
5. Change Adaptation – Adjusts 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	1

21f. Functional Competencies	Competency Level
1. Administrative Services Management – Develops programs and projects, and mobilizes and manages resources, both material and human, to fully achieve the set objectives and targets of the university, in general and the different offices/colleges/departments/centers in particular.	1
2. Risk Management – Ensures implementation of effective identification of hazards in the workplace and develops plans on mitigation, prevention, risk preparedness, and response by conducting a periodic safety inspection, hazard analyses, and emergency drills in accordance with R.A. 11058.	1
3. Critical and Analytical Thinking – Analyzes complex issues and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.	1
4. Use of Information and Communications Technology – Creates and reviews for enhancement processes, policies, and procedures which govern the use of ICT to ensure work accomplishments and required results are delivered effectively and efficiently.	2
5. Process Management – Develops, formulates, and executes all tasks, activities, tools, or procedures, and programs of projects and processes, and manages opportunities for improving/streamlining based on experience, feedback, emerging technologies, and new direction	1

22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
50%	1. Develops and codes systems for the University.	1
25%	2. Tests and presents developed systems to end users or supervisors, including proofs of concept for innovations (e.g., IoT or management systems).	1
10%	3. Participates in inception meetings and documents system architecture and code flow.	1
10%	4. Conducts research to identify vulnerabilities in developed systems.	1
5%	5. Assists in brainstorming and formulating the ISSP and other future ICT plans.	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.

JAKE MARVIN C. VILLEGAS 05/05/2025	NORMAN O. VILLAS 07/05/2025
Employee's Name, Date and Signature	Supervisor's Name, Date and Signature