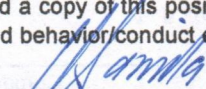
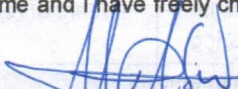


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, s. 2017)		1. POSITION TITLE (as approved by authorized agency) with parenthetical title ENGINEER II			
2. ITEM NUMBER		3. SALARY GRADE			
ENG2-1-1998		16			
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL 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"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special					
5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT		6. BUREAU OR OFFICE			
VISAYAS STATE UNIVERSITY		POWER PLANT AND ELECTRICAL SERVICES (PPES)			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
PHYSICAL PLANT OFFICE		VSU, BAYBAY CITY, LEYTE			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
		P38,150.00	ACA/PERA P2,000.00.		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
PPES HEAD		PPO DIRECTOR			
15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED					
(if more than seven (7) list only by their item numbers and titles)					
LINEMAN AND ELECTRICIAN		12			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
DESKTOP COMPUTER					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal		Occasional	Frequent	17b. External	
Executive / Managerial		<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	
Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	
Non-Supervisors		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Others (Please Specify):	
Staff		<input checked="" type="checkbox"/>	<input type="checkbox"/>		
18. WORKING CONDITION					
Office Work		<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)	
Field Work		<input type="checkbox"/>	<input type="checkbox"/>		
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Provide electrical services and electrical maintenance					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Supervise electrical maintenance and perform electrical plans, estimates, site inspections and other electrical related office works.					
21. QUALIFICATION STANDARDS					
21a. Education		21b. Experience		21c. Training	
Bachelor's degree in Electrical Engineering		1 years of relevant experience		4 hours of relevant training	
				21d. Eligibility	
				RA 1080	
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	2																									
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	2																									
2. Documents and Records Management- Applies and adapts records management standards related to the cycle of records in the university which are conducted to achieve adequate and proper documentation of government policies, transactions and effective management of the university operations.	3																									
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	2																									
4. Use of Information and Communications Technology (ICT)- Implements the effective identification, selection, acquisition, development, utilization, and protection of technologies. In accordance with the mandate of the unit, that will result to efficient and effective delivery of services by ensuring responsiveness to the needs of stakeholder.	2																									
5. Project Management - Facilitates smooth implementation of projects, work or activities through information collection from and provision to concerned parties, departments or individuals. Is keen and quick in understanding and dealing with a project situation in a manner that is likely to lead to a good outcome. Conceptualizes, develops, implements, and evaluates programs and projects whether routine, non-routine, ad hoc or task force assignments.	2																									
6. Maintenance Management - Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles.	3																									
7. Monitoring and Evaluation - Gathers and analyzes the detailed status of the program in order to determine if its ongoing activities are still aligned with the intended direction of achieving the set goals and objectives.	2																									
8. Quality Assurance - Controls and improves, as necessary, the quality of audit/assessment/accreditation processes in accordance with prescribed quality control policies and procedures as mandated by the University and in compliance with audit and accrediting bodies	2																									
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level																									
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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.																										
 <u>CLINT C. SARVIDA, 04/20/2022</u> Employee's Name, Date and Signature		 <u>MARLON G. BURLAS, 04/20/2022</u> Supervisor's Name, Date and Signature																								