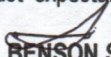
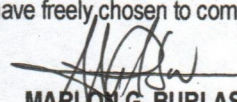


Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1 ,			1. POSITION TITLE (as authorized by DBM) <div style="text-align: center;">Welder I</div>		
2. ITEM NO.:			3. SALARY GRADE : 4		
4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS					
<input type="checkbox"/> provincial <input 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			HELV MU		
7. DEPARTMENT/BRANCH/DIVISION			8. WORKSTATION/PLACE OF WORK		
GENERAL SERVICES DIVISION			VSU , Baybay		
9. PRES, APPROP ACT		1. PREV. APPROP ACT		11. SALARY AUTHORIZED	
				12. OTHER	
				ACA PERA P2,000.00	
13. POSITION TITLE OF IMMEDIATE SUPERVISOR			14. POSITION TITLE OF NEXT HIGHER SUPERVISOR		
MARLON G. BURLAS			ENGINEER II		
15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED					
None					
16 MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK					
Welding Machine Helmet, Mask					
17. CONTACTS/CLIENTS/STAKEHOLDERS					
17a. Internal		Occasional		Frequent	
Executive/Managerial Supervisors		()		()	
Non Supervisors		()		()	
Staff		()		()	
		(x)		(x)	
		(x)		(x)	
17b. External		Occasional		Frequent	
General Public		()		()	
Other Agencies		()		()	
Others (Please specify: Admin Offices		()		()	
18. WORKING CONDITION					
Office Work		()		Other/s (Please Specify)	
Field Work		()			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Welder of the General Services Division					
20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)					
Repair and Maintenance of VSU Building and Vehicles					
21. QUALIFICATON STANDARDS					
21a. Education		21b. Experience		21c. Training	
Elementary School Graduate		None required		None required	
				21d. Eligibility	
				Welder (MC 10,5 2013	
21e. CORE COMPETENCIES					Competency Level
1. Exemplifying integrity and Professionalism-demonstrates high standards of professional behaviour, adhering to ethical as well as 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 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. 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												
2. Occupational Health and Safety and Management- Ensures implementation of effective health and safety of works 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												
3. 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												
4. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholder's awareness and empowerment in accordance with Republic Act. 9003 that lead to cleaner and greener University adherence to national and international sanitation and pollution level standards;	1												
21g. TECHNICAL COMPETENCIES	Competency Level												
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)	Competency Level												
<table border="1"> <thead> <tr> <th>Percentage of Time</th> <th>(State the duties and responsibilities here)</th> <th></th> </tr> </thead> <tbody> <tr> <td>50%</td> <td>1. Fabrication and Welding works on Steel Trusses, Roof Framing attachment and exits.</td> <td>1</td> </tr> <tr> <td>40%</td> <td>2. Fabrication and metal works for Body Building repair of Vehicles and under Chassis and Engine support</td> <td>1</td> </tr> <tr> <td>10%</td> <td>3. Work shop house keeping and cleaning</td> <td>1</td> </tr> </tbody> </table>	Percentage of Time	(State the duties and responsibilities here)		50%	1. Fabrication and Welding works on Steel Trusses, Roof Framing attachment and exits.	1	40%	2. Fabrication and metal works for Body Building repair of Vehicles and under Chassis and Engine support	1	10%	3. Work shop house keeping and cleaning	1	
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10%	3. Work shop house keeping and cleaning	1											
23. ACKNOWLEDGMENT AND ACCEPTANCE													
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  BENSON S. DIAZ Employee's Name, Date and Signature </div> <div style="text-align: center;">  MARLON G. BURLAS Supervisor's Name, Date and Signature </div> <div style="text-align: right;"> 03/19/2020 </div> </div>													