

<b>Republic of the Philippines</b> <b>POSITION DESCRIPTION FORM</b> <b>DBM-CSC Form No. 1</b> (Revised Version No. 1, s. 2017)		<b>1. POSITION TITLE (as approved by authorized agency) with parenthetical title</b>  <p style="text-align: center;"><b>Administrative Aide VI (Welder II)</b></p>			
<b>2. ITEM NUMBER</b>  <p style="text-align: center;">VISCAB-ADA6-77-2004</p>		<b>3. SALARY GRADE</b>  <p style="text-align: center;">6</p>			
<b>4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENTAL UNIT AND CLASS</b>					
<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"/> 4th Class		<input type="checkbox"/> 5th Class <input type="checkbox"/> 6th Class <input type="checkbox"/> Special	
<b>5. DEPARTMENT, CORPORATION OR AGENCY/ LOCAL GOVERNMENT</b>  <p style="text-align: center;">VISAYAS STATE UNIVERSITY</p>			<b>6. BUREAU OR OFFICE</b>  <p style="text-align: center;">COLLEGE OF ENGINEERING AND TECHNOLOGY (CET)</p>		
<b>7. DEPARTMENT / BRANCH / DIVISION</b>  <p style="text-align: center;">DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING (DABE)</p>			<b>8. WORKSTATION / PLACE OF WORK</b>  <p style="text-align: center;">CET WORKSHOP</p>		
<b>9. PRESENT APPROP ACT</b>		<b>10. PREVIOUS APPROP ACT</b>		<b>11. SALARY AUTHORIZED</b>	
				P14,847.00	
				ACA/PERA P2,000.00	
<b>13. POSITION TITLE OF IMMEDIATE SUPERVISOR</b>  <p style="text-align: center;">DABE HEAD</p>			<b>14. POSITION TITLE OF NEXT HIGHER SUPERVISOR</b>  <p style="text-align: center;">COLLEGE DEAN</p>		
<b>15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED</b> <i>(if more than seven (7) list only by their item numbers and titles)</i>					
POSITION TITLE			ITEM NUMBER		
<b>16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK</b> WELDING MACHINE, CIRCULAR SAW, DRILL PRESS, MORTIZER, POWER TOOLS AND HAND TOOLS					
<b>17. CONTACTS / CLIENTS / STAKEHOLDERS</b>					
<b>17a. Internal</b>		<b>Occasional</b>		<b>Frequent</b>	
<b>17b. External</b>		<b>Occasional</b>		<b>Frequent</b>	
Executive / Managerial		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
Supervisors		<input type="checkbox"/>		<input type="checkbox"/>	
Non-Supervisors		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Staff		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	
General Public		<input type="checkbox"/>		<input type="checkbox"/>	
Other Agencies		<input type="checkbox"/>		<input type="checkbox"/>	
Others (Please Specify):		<hr/>			
<b>18. WORKING CONDITION</b>					
Office Work		<input checked="" type="checkbox"/>		<input type="checkbox"/>	
Field Work		<input type="checkbox"/>		<input checked="" type="checkbox"/>	
<b>19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION</b> Undergraduate and graduate instruction, research, extension, and production					

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

Provides support services to the Dept. of Agricultural and Biosystems Engineering (DABE)

**21. QUALIFICATION STANDARDS**

21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elementary School Graduate	1 yr of relevant experience	None Required	Welder (MC 10, s. 2013- Cat II)*

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, 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	1

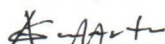
21f. Functional Competencies	Competency Level
1. Critical Thinking and Problem Solving- Analyzes, computes, and interprets results by applying appropriate strategies and methodology to arrive at sound decisions in a learning environment.	1
2. Occupational Health & Safety Management- Ensures implementation of effective health and safety of workers 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 RA 9003 that lead to cleaner and greener University adherence and international sanitation and pollution level standards.	1

**22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)**

Percentage of Working Time	(State the duties and responsibilities here:)	Competency Level
25%	1. To assist BSAE, BSABE and MSAE students in their laboratory and research shop works;	1
25%	2. To assist DABE faculty in their instruction, research, extension and production shop works;	1
15%	3. To maintain the safety, security, cleanliness, neatness and orderliness of his work area following the 5's and ISO standards;	1
5%	4. To keep a systematic filing of documents and papers related to his work following ISO document filing standard;	1
8%	5. To keep an updated inventory of tools, equipment and supplies under his custody;	1
2%	6. To prepare necessary requisitions of supplies, tools and equipment just before the start of every semester;	1
10%	7. To maintain the tools and equipment under his custody; and	1
10%	8. To do other functions assigned by the DABE Dept. Head or his representative.	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.

  
**ALAN M. GUARATE**

Employee's Name, Date and Signature

  
**MANUEL E. CASANGCAPAN**

Supervisor's Name, Date and Signature