



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 ADMINISTRATIVE AIDE VI (Welder II)			
2. ITEM NUMBER		3. SALARY GRADE			
VISCAB-ADA6-77-2004		6			
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"/> 4th 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		COLLEGE OF ENGINEERING (COE)			
7. DEPARTMENT / BRANCH / DIVISION		8. WORKSTATION / PLACE OF WORK			
DEPARTMENT OF AGRICULTURAL AND BIOSYSTEMS ENGINEERING (DABE)		COE WORKSHOP			
9. PRESENT APPROP ACT	10. PREVIOUS APPROP ACT	11. SALARY AUTHORIZED	12. OTHER COMPENSATION		
		P11, 914.00	ACA/PERA P2,000.00		
13. POSITION TITLE OF IMMEDIATE SUPERVISOR		14. POSITION TITLE OF NEXT HIGHER SUPERVISOR			
DABE HEAD		COLLEGE DEAN			
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			
NONE		NONE			
16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK					
WELDING MACHINE, CIRCULAR SAW, DRILL PRESS, MORTIZER, POWER TOOLS, AND HAND TOOLS					
17. CONTACTS / CLIENTS / STAKEHOLDERS					
17a. Internal	Occasional	Frequent	17b. External	Occasional	Frequent
Executive / Managerial Supervisors	<input type="checkbox"/>	<input checked="" type="checkbox"/>	General Public	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Non-Supervisors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other Agencies	<input type="checkbox"/>	<input type="checkbox"/>
Staff	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Others (Please Specify):		
18. WORKING CONDITION					
Office Work	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Other/s (Please Specify)		
Field Work	<input type="checkbox"/>	<input checked="" type="checkbox"/>			
19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION					
Undergraduate and graduate instruction, research, extension, and production					

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Provide 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 year 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. Process Improvement - Develops, formulates and reviews for enhancement processes, policies and procedures			1
2. Maintenance and Management Develops maintenance planning and operation monitoring to effectively and efficiently deliver repair/maintenance services for buildings, facilities, equipment, machineries and vehicles.			1
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
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 the ISO document filing standard;		1
8%	5. To keep an updated inventory of tools, equipment and supplies under his custody;		1
10%	6. To maintain the tools and equipment under his custody;		1
2%	7. To prepare necessary requisitions of supplies, tools and equipment just before the start of every semester; and		1
10%	8. To do other functions assigned by the DABE Department Head or his representative.		1
23. ACKNOWLEDGMENT AND ACCEPTANCE:			
<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  <u>ALAN M. GUARATE</u> Employee's Name, Date and Signature </div> <div style="text-align: center;">  <u>ARTHUR I. TAMBONG, FPSAE</u> Supervisor's Name, Date and Signature </div> </div>			