

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

DRIVER II

2. ITEM NUMBER

3. SALARY GRADE

LS(CONTRACTUAL)

SG-4

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 UNIVERSITY AND COLLEGES

VISAYAS STATE UNIVERSITY

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

ACA/PERA P2,000.00

13. POSITION TITLE OF IMMEDIATE SUPERVISOR

14. POSITION TITLE OF NEXT HIGHER SUPERVISOR

Unit Head, GLMU

Director, PPO

15. POSITION TITLE, AND ITEM OF THOSE DIRECTLY SUPERVISED

(if more than seven (7) list only by their item numbers and titles)

16. MACHINE, EQUIPMENT, TOOLS, ETC., USED REGULARLY IN PERFORMANCE OF WORK

Tire Wrench and Tools Box with complete tools

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

Office Work

☒
☐

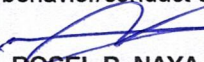
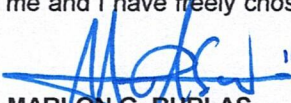
Other/s (Please Specify)

Field Work

☐
☐

19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION

Drive the vehicle transport VSU personnel & Materials

20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary)			
Drive vehicle and transport VSU personnel & Materials			
21. QUALIFICATION STANDARDS			
21a. Education	21b. Experience	21c. Training	21d. Eligibility
Elem. Graduate	None	Proficiency w/ NC II in Driving	Driver's License (Possession)
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			1
2. Delivering Service Excellence - Complies with VSU'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 work well in a team to achieve results			1
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.			1
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. 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
3. Occupational Health and 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
4. Waste Management- Implements and ensures the effective waste segregation, collection, disposal through stakeholders' 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
22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies)			Competency Level
Percentage of Working Time	(State the duties and responsibilities here:)		
25%	1. Drive vehicle and transport VSU personnel & Materials		1
25%	2. Perform servicing repair troubleshooting, Installation of vehicle before and after trip.		1
25%	3. Ensure safety of vehicle at times		1
15%	4. Prepare/ accomplish, trip tickets fuel & Oil consumption accidents and others related repairs		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>ROSEL P. NAYA</u> 11/8/2024 </div> <div style="text-align: center;">  <u>MARLON G. BURLAS</u> 11/8/2024 </div> </div>			
Employee's Name, Date and Signature		Supervisor's Name, Date and Signature	