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| Republic of the Philippines POSITION DESCRIPTION FORM DBM-CSC Form No. 1 (Revised Version No. 1, | | 1. POSITION TITLE (as authorized by DBM) Foreman CONSTRUCTION FOREMAN | |
| 2. ITEM NO.: LS | | 3. SALARY GRADE: 8 | |
| 4. FOR LOCAL GOVERNMENT POSITION, ENUMERATE GOVERNMENT UNIT AND CLASS | | | |
| <input type="checkbox"/> provincial <input checked="" 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 | |
| 5. DEPARTMENT, CORPORATION OR AGENCY/LOCAL GOVERNMENT VISAYAS STATE UNIVERSITY | | 6. BUREAU OR OFFICE VSU, Baybay City, Leyte | |
| 7. DEPARTMENT/BRANCH/DIVISION Physical Plant Office | | 8. WORKSTATION/PLACE OF WORK VSU, Baybay | |
| 9. PRES. APPROP ACT N/A | | 10. PREV. APPROP ACT N/A | |
| 11. SALARY AUTHORIZED P | | 12. OTHER ACA PERA P2,000.00 | |
| 13. POSITION TITLE OF IMMEDIATE SUPERVISOR Head, BHM | | 14. POSITION TITLE OF NEXT HIGHER SUPERVISOR Director, PPO | |
| 15. POSITION TITLE AND ITEM OF THOSE DIRECTLY SUPERVISED none | | | |
| 16. MACHINE, EQUIPMENT, TOOLS ETC., USED REGULARLY IN PERFORMANCE OF WORK Measuring Tape, Wood Saw, Hammer | | | |
| 17. CONTACTS/CLIENTS/STAKEHOLDERS | | | |
| 17a. Internal | | 17b. External | |
| Occasional | Frequent | Occasional | Frequent |
| Executive/Managerial Supervisors | () | General Public | () |
| Non Supervisors | () | Other Agencies | (x) |
| Staff | (x) | Others (Please specify: Admin Offices) | (x) |
| 18. WORKING CONDITION | | | |
| Office Work | () | Other/s (Please Specify) | |
| Field Work | (x) | | |
| 19. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE UNIT OR SECTION Repair and Maintenance of Buildings, VSU | | | |
| 20. BRIEF DESCRIPTION OF THE GENERAL FUNCTION OF THE POSITION (Job Summary) Repair Survey and Inspection of the Building, VSU. | | | |
| 21. QUALIFICATION STANDARDS | | | |
| 21a. Education High School Graduate | 21b. Experience 10 year of relevant experience | 21c. Training NONE REQUIRED | 21d. Eligibility NONE REQUIRED |

| 21a. CORE COMPETENCIES | Competency Level |
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| 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, 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, behavior and style appropriately in dealing with change. | 1 |
| 6. Gender-responsive management - Promotes gender equality and women empowerment to address gender-related problems and issues | |
| 21b. FUNCTIONAL COMPETENCIES | Competency Level |
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| 22. STATEMENT OF DUTIES AND RESPONSIBILITIES (Technical Competencies) (| Competency Level |
| 30% 1. Supervise the Carpentry, Mason, Painter workers, PPO Job Order | 2 |
| 20% 2. Survey and Inspection of the VSU Building | 2 |
| 30% 3. Repair and Maintenance of Offices and Classrooms Buildings, VSU | 2 |
| 10% 4. Assist the supervisor to prepare of plans | 2 |
| 10% 5. Performs other related tasks as maybe assigned from time to time | 2 |
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| 23. ACKNOWLEDGMENT AND ACCEPTANCE | |
| 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. | |
|  LUCIO C. POLE JR. Employee's Name, Date and Signature |  MARIO LILO VALENZONA Supervisor's Name, Date and Signature |